



Ankeny Community School District
**STUDENT & PARENT
HANDBOOK**
2020-2021

community | challenge | excellence | inspiration | leadership



ANKENY COMMUNITY SCHOOL DISTRICT

Ankeny Community School District

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www.ankenyschools.org

Central Office Administration

Dr. Al Azinger, Interim Superintendent of Schools
Dr. Jen Lindaman, Chief Officer of Academic Services
Ms. Jennifer Jamison, SBO, Chief Officer of Finance and Business Services
Ms. Jessica Dirks, JD, Chief Officer of Human Resources and Legal Affairs
Dr. Darin Haack, Chief Officer of Operations

Board of Education

Ms. Lori Lovstad, President
Mr. Aaron Johnson, Vice President
Ms. Deshara Bohanna, Director
Ms. Katie Claeys, Director
Mr. Jim Ford, Director
Ms. Amy Tagliareni, Director
Mr. Ryan Weldon, Director

Mission: Our Core Purpose and Distinction

Ankeny Community Schools is unified in its commitment, passion, and vision so every learner is prepared to achieve a lifetime of personal success.



2020-2021 School Calendar

Parent

Start – Finish
(August 24 – June 2)

Summary of Calendar
Days/Hours in classroom:
First Semester 91 days
Second Semester 88 days
TOTAL HOURS 1166

This calendar is being filed with DE as an "hours" calendar.

CALENDAR LEGEND

- Start
- Semester End
- Holiday
- Vacation Day
- Flex Day
- PD Day
- Work Day
- New Teacher Meeting Day
- Late Start Day
- New Sped Teacher Day
- No Work Day

August					Student Days	
M	T	W	Th	F		
03	04	05	06	07		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28	5	
31					6	
September						
	01	02	03	04	10	
07	08	09	10	11	14	
14	15	16	17	18	19	
21	22	23	24	25	24	
28	29	30			27	
October						
			01	02	29	
05	06	07	08	09	33	
12	13	14	15	16	38	
19	20	21	22	23	43	
26	27	28	29	30	48	
November						
02	03	04	05	06	53	
09	10	11	12	13	57	
16	17	18	19	20	62	
23	24	25	26	27	64	
30					65	
December						
	01	02	03	04	69	
07	08	09	10	11	74	
14	15	16	17	18	79	
21	22	23	24	25	81	
28	29	30	31			
January						
				01		
04	05	06	07	08	86	
11	12	13	14	15	91	
18	19	20	21	22	95	
25	26	27	28	29	100	
February						
01	02	03	04	05	105	
08	09	10	11	12	110	
15	16	17	18	19	115	
22	23	24	25	26	119	
March						
01	02	03	04	05	124	
08	09	10	11	12	128	
15	16	17	18	19		
22	23	24	25	26	133	
29	30	31			136	
April						
			01	02	138	
05	06	07	08	09	143	
12	13	14	15	16	147	
19	20	21	22	23	152	
26	27	28	29	30	157	
May						
03	04	05	06	07	162	
10	11	12	13	14	167	
17	18	19	20	21	172	
24	25	26	27	28	177	
31						
June						
	01	02	03	04	179	
07	08	09	10	11		

Date	Events
Aug 12	New Special Ed Workday
Aug 13-14,17-18	New Teacher Workdays
Aug 19	Work Day
Aug 20	Meeting Day
Aug 21	Prof. Dev. Day
Aug 24	First Day of School
Sept 07	Labor Day - No School
Sept TBD	Preschool First Day
Oct 12	Prof. Dev. Day - No School
Nov 13	Prof. Dev. Day - No School
Nov 25	No School
Nov 26-27	Thanksgiving Holiday - No School
Dec 23-31	Winter Break - No School
Jan 01	Winter Break - No School
Jan 04	Return to School
Jan 15	Semester End: Early Dismissal (Two Hours)
Jan 18	Martin Luther King Day No School - No Work Day
Jan 19	Begin 2 nd Semester
Jan TBD	Preschool Online Application Open
Feb TBD	Kindergarten Registration
Feb 15	Prof. Dev. Day - No School
March 12	No School
March 15-19	Spring Break - No School
April 16	Prof. Dev. Day - No School
May TBD	AHS & ACHS Commencement
May 31	Memorial Day - No School
June 02	Semester End
June 02	Last Day of School: Early Dismissal (Two Hours)
June 03	Work Day

- Refer to building's calendar for specific building events including:
 - Meet-the-Teacher Night
 - Back-to-School Night
 - Student Picture Dates
 - Conferences
 - Homecoming Events/Dances
 - 6 week/Trimester Start/End Dates

NOTE: Any snow days of three or more, at the discretion of the Superintendent will be added at the end of the regularly scheduled calendar.

NOTE: Staff will make-up snow days at the end of the year unless otherwise notified.

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Purpose of This Handbook

This handbook has been developed for students and their parents/guardians. Every effort has been made to summarize school regulations so students and parents/guardians will have a basic understanding of the expectations for students enrolled in the Ankeny Community School District (“Ankeny Schools”). Each student is accountable for the handbook’s content. More detail can be found in the School Board Policies on the district’s website: www.ankenyschools.org.

The policies in this document are subject to change due to the continuous review and revision of Board policies. TO meet the needs of students or to align with program requirements, law, and/or board policy, exceptions to the provisions of the handbook may be granted for programs directed outside of traditional school campuses (e.g., Orbis, Summit, or Beyond).

This handbook is designed to accomplish the following goals:

- To document school district policies and rules to serve as a guide for students and their families and to clarify school district and school building processes and procedures;
- To serve as a source of information for students and their families about the school district and the school building, the organizational structure and overall philosophy;
- To provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school district, and;
- To provide legal notices as required by state and federal law.

Definitions

For brevity and readability, some terms used throughout this handbook imply and/or encompass the use of other terms, unless otherwise stated. In this handbook:

- “**Parent**” also means “guardian,” unless otherwise stated.
- An administrator’s title, such as “**superintendent**” or “**principal**,” also means that individual’s designee, unless otherwise stated.
- “**School grounds**” includes school district facilities, school district property, property within the jurisdiction of the school district and/or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- “**School facilities**” includes school district buildings and vehicles.
- “**School activities**” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, and/or whether they are held on or off school grounds.

Jurisdiction and Expectations

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the Ankeny Board of Education. The Board, administration, and employees expect students to conduct themselves in a manner fitting to their age and maturity and with respect and consideration for the rights of others. Students may not use abusive language, profanity, or obscene gestures or language. Students, teachers, employees, and visitors are expected to treat each other with respect and courtesy so all may be safe within the school environment.

This handbook, Board policies, rules and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district and/or involves students or staff. School district policies, rules, and regulations are in effect twelve months of the year. A violation of a Board policy, rule, regulation or student handbook may result in disciplinary action and may affect a student’s eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. In accordance with law and policy, administrators who direct programs located offsite may make exceptions to handbook expectations to meet the needs of individual programs and students.

Students are expected to comply with and abide by the school district’s policies, rules, regulations, and student handbook. Students who fail to abide by the school district’s policies, rules, regulations and/or student handbook may be disciplined for conduct that disrupts or interferes with the education program, conduct that disrupts the orderly and efficient operation of the school district and/or school activity, conduct that disrupts the rights of other students to obtain their education and/or to participate in school activities, or conduct that interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student’s record.

Ankeny Schools reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant. Students are expected to know the contents of the handbook and comply with it. Students and parents are required to acknowledge that they have received, reviewed, and understand the handbook.

Students and/or parents with questions or concerns may contact their school’s main office for information about the current enforcement of the policies, rules, regulations or handbook.

ACADEMICS

Course Supplies

Students are directed to reference the School Supply List on the school website when purchasing school/class supplies. Students may also request a list from their building principal.

Core Curriculum

Under Iowa law, “the educational program adopted by the Board is the entire offering of the school, including out-of-class activities and the sequence of curriculum areas and activities.” Iowa Administrative Code 281 - 12.2(256). At all levels, the program is grounded in the basics and enriched to meet the needs of all students.

The Iowa Core standards, along with the national standards or competencies in content areas, are the basis for instruction at all grade levels. Work habits that enhance executive skills are equally important. The ability to solve problems through authentic experiences is stressed in each academic area. Learning is extended and enhanced through use of media centers and technology.

Curricular Materials

Anchor resources are selected as a part of the curriculum review process and are approved by the Board of Education. Students are typically offered a variety of choices for reading and viewing supplemental curriculum materials (e.g., books, articles, or films). Multimedia resources, (e.g., articles, blogs, or video clips.) are used to enhance the learning experience. Teachers use their professional discretion when using these types of resources in the classroom.

If at any point you or your student would prefer alternate materials, please see your teacher to make the request. For more information regarding the formal process of objections to instructional materials, please refer to Board Policy 605.02.

Health Curriculum, Including Human Growth and Development

Health education is an important part of the Ankeny Schools curriculum in grades K-12. Major topics addressed are personal health; food and nutrition; environmental health; safety and survival skills; consumer health; human growth and development; substance use, misuse and nonuse; emotional and social well-being; prevention and control of diseases; and health resources and careers. Instruction is adapted at each grade level to aid student understanding. In grade 9 students are provided instruction on CPR. This CPR component is required for graduation. Beginning no later than grade seven, a unit on characteristics of communicable diseases shall include information about sexually transmitted diseases.

As mandated by Iowa Code, a student is not required to take instruction in the human growth and development portion of the health education curriculum if the parent requests the student be excused. A form to request this excuse may be obtained in

the principal’s office in each school building. More information is available in Board Policy 603.05.

The course of study and the health instructional materials used to guide the health curriculum may be examined, upon request, at each attendance center. Please contact the building principal for further information.

Meeting the Needs of All Students

Special Education Services

A continuum of special education services is available to students with special needs in pre-kindergarten through 12th grade, or to age 21. Referral for special education is initiated at the building level.

For each student who is determined to be eligible for and in need of special education services, an Individual Education Plan (IEP) is developed. The IEP defines the services required to meet identified individualized goals. The IEP is developed by a team, including the student’s parents, general education teachers, special education teachers, related service providers, and an administrator.

Speech

Speech services are available for preschool through high school age children. Referrals are accepted from teachers, parents, and outside agencies by contacting the student’s school. Services are provided either by working directly with a speech language pathologist or through collaboration between the speech language pathologist, the child and the classroom teacher.

Ankeny Extended Learning Program (AELP)

The Ankeny Extended Learning Program consists of a variety of services to meet the unique needs of identified gifted students. Because the learning characteristics and needs of kindergarten - 3rd grade students vary greatly, services in these grade levels is flexible and temporary.

At the end of each academic year, the district identifies 3rd - 11th grade students who would benefit from direct instruction through AELP the following year (4th - 12th grade). Students in 4th - 12th grade then receive appropriate services based on need. Services may include direct instruction, as well as collaboration among teachers, differentiation, enrichment groups, acceleration, and/or other supports.

English Learners (EL)

Students whose ability to speak, read, write, and/or understand English is affected because their language background is in a language other than English may be eligible for English Learner (EL) services. Initial referrals for this program are generated through completion of a federally-mandated Home Language Survey as a part of the enrollment process. Additional referrals can be initiated by contacting the building principal or the district’s Coordinator of Special Programs at 515-965-9600.

Multi-Tiered System of Support

Each of the school buildings implements a problem solving approach to address students’ specific academic and behavioral needs. This process is referred to as Multi-Tiered System of Support, or MTSS. Through this process, a team of teachers meets to develop appropriate supports or interventions for students. Interventions address a particular area of need for students and provide targeted instruction for more specific academic or

behavioral support. Interventions are also developed to provide academic extension and enrichment opportunities for students who have mastered the content. Student progress is monitored regularly and interventions are increased or decreased as necessary to continue to meet students’ learning needs.

Social and Emotional Health

The district purchases services that students and families may access for additional support in areas such as social and emotional health. More information can be obtained by calling Employee and Family Resources (day or night) at 1-800-327-4692.

Standardized Tests

Student assessments are used to ensure all students are learning and growing. State-wide and district-wide summative assessments are mandated by Iowa Code (Chapter 12) and used for district accreditation and federal reporting. Formative assessments are on-going and are used to inform the instructional process and develop student learning goals. The federal Every Student Succeeds Act (ESSA) law requires that states assess all students on reading, mathematics, and science standards each year. Students identified as English language learners (ELL) are also assessed on achievement of English language proficiency standards.

Standardized tests administered in Ankeny Schools include:

- **The Iowa Statewide Assessment of Student Progress (ISASP)** - The ISASP will be administered annually to determine academic progress for individual students, groups of students, and the school district. In accordance with state legislation, students must be proficient on the state assessment in order to be eligible to earn community college credit while in high school.
- **Formative Assessment System for Teachers (FAST)** – is a suite of highly efficient assessment tools designed for universal screening, progress monitoring, and program evaluation as part of a Response to Intervention (RtI) or Multi-Tiered System of Support (MTSS) model of service delivery. Iowa has recently adopted the FAST literacy suite of assessments to assist districts in the implementation of MTSS practices and in meeting the requirements of the Early Literacy Initiative as part of Iowa Code Section 279.68.

ATTENDANCE

Attendance Philosophy

Students must attend all classes and study halls unless their absence is authorized.

Attendance is required by the Iowa Code and is essential for student learning and successful completion of courses. Only through attendance and class participation do students achieve the benefits of the education program. Irregular attendance or tardiness by students harms their studies and interferes with the progress of students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

Additional information about school attendance policy may be found on the district website at www.ankenyschools.org.

Absences

Students who know they will be absent for a reason other than a school-sponsored trip or activity must have a parent/guardian notify (by phone call, email, or written note) the school’s office in advance of the absence. If advance notification is not possible, parents must notify the building office on the day of the absence. If notification is not received, the office will attempt to contact the parents at their primary number listed in Infinite Campus. If contact is not made to confirm the absence, it will be considered unexcused.

The school determines whether an absence is excused or unexcused. Excused absences may include, but are not limited to:

- School-sponsored trip or activity
- Religious observances
- Extended illness, hospitalization or doctor’s care
- Death in the family or family emergency
- Court appearance or other legal situation beyond the control of the family
- School initiated suspension
- College visits
- Unexcused absences include, but are not limited to:
 - Babysitting
 - Beauty or hair appointments
 - Driver’s license or school permit application and testing
 - Employment
 - Optional, recreational events (shopping, hunting, concerts, parties, etc.)

Whenever possible, students should discuss these absences and any other potential questionable situations with a principal prior to the occurrence. No student is to leave the building during the day without securing permission from the office.

General Attendance Regulations

- **Documentation:** Students absent from school for any reason may be required to submit a written explanation or specific reason for their absence, the specific days and times of the absence, verification by the doctor or dentist where appropriate, and a signature of the parent. Students who miss three or more consecutive days for illness will be required to provide a doctor’s note for those illnesses or see the school nurse. Students who accumulate five days of illness in one semester may be required to provide doctor’s notes or see the school nurse for any future illnesses.
- **Extracurricular Activities:** Generally, a student must be in attendance all day the day of an extracurricular activity (band, chorus, athletics and contests) to be eligible to participate unless the student received prior approval from the principal to participate after a same-day absence. Students who are too ill to attend any part of the school day may attend but not participate in any district-sponsored activity held in the afternoon or evening of their absence, provided their attendance does not put their own health or

the health of others at risk. This includes, but is not limited to, attendance at concerts, performances, athletic practices, and competitions. The principal has discretion to determine if attendance is permissible.

- **Health and Dental Appointments:** Routine health care appointments are to be scheduled outside of regular school hours whenever possible.
- **Make-Up Work:** Students are responsible for following each teacher's plan regarding makeup work when they are absent. The expectation is that students will make up all work assigned by the teacher. They are also advised to access their class' information electronically.

In the event of a planned absence, students are expected to communicate with the teacher prior to the absence or on the day of return. In the event of an unplanned absence, students are expected to communicate with the teacher on the day of return from the absence.

Students absent two or more days may request homework assignments which can be picked up in the office or accessed electronically.

- **Recordkeeping:** For the purpose of student records, student absences will be recorded in the minimum of half-day increments. A student absent from class at least one half of the available class periods in the morning or in the afternoon will be counted absent one half day. A student absent more than one half the periods in both the morning and afternoon will be counted absent one full day.
- **State Tournament Absences:** Students who wish to be absent to attend a state tournament must bring a signed release form by the assigned deadline, purchase a ticket to the tournament event (where appropriate), and adhere to dismissal or return time set by administration.
- **Tardiness:** Student promptness to class is important for student learning. Therefore, students are expected to be in class on time. Classroom teachers will implement routines that encourage student promptness to class. Students in grades 6-12 will have an "unexcused absence" recorded if they are more than ten (10) minutes late to class without a verified excused absence.
- **Visits to Post-Secondary Educational Institutions:** Juniors and seniors are encouraged to visit post-secondary institutions on weekends or school holidays. However, if that cannot be arranged, juniors and seniors may be excused to visit post-secondary institutions with a note signed by the student's parent.

Procedures Followed for Absences (Excused and Unexcused)

- **After six (6) absences in the school year:** The principal/designee may make personal contact with the family notifying the parent/guardian of the number of absences the student has accumulated. This communication may be documented in Infinite Campus.
- **After ten (10) absences in the school year:** At the principal's discretion, a letter will be sent home expressing concern regarding the number of absences the student has accumulated. The principal will make contact with the parent to notify them that the letter has been sent, and the communication will be documented in Infinite Campus.
- **After twelve (12) absences in the school year:** A letter will be sent home expressing concern regarding the number of absences the student has accumulated. The principal will

make contact with the parent to notify them that the letter has been sent.

A meeting with the student, parent, principal, school counselor, nurse, student advocate, and/or truancy officer to discuss the student's excessive absences may be required. A conference may be by phone, home visit or a school conference. This group will develop an attendance contract that may include a timeline, expectations, reasons for a truancy court referral and success indicators. This will be documented in Infinite Campus.

In extreme or unusual circumstances of student absence, principals/designees may choose to adjust the above procedures.

Truancy (Unexcused Absences)

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the Board or the act of being absent without a reasonable excuse. Truancy will not be tolerated by the Board and will be subject to disciplinary action. Board policy 501.11 provides more information on reasonable excuses that do not give rise to truancy.

Chronic truancy will result in referral to the county attorney.

The principal will investigate the cause of a student's truancy. If the principal is unable to secure the truant student's attendance, the principal will refer the student to the district juvenile court liaison officer. If truancy persists, the principal will refer to the superintendent before contacting the county attorney.

The district will participate in mediation if requested by the county attorney. The superintendent will represent the district in mediation. The district will monitor the student's compliance with the mediation agreement and report violations of the mediation agreement to the county attorney.

Students not in attendance for three consecutive weeks will be unenrolled from school.



Inclement Weather/Other School Closings

When school is canceled because of inclement weather or other unforeseen circumstances prior to the start of the school day, students and parents are notified via radio, district website, the district's notification system, and television stations. Missed days may have to be made up at a later date.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or parents are responsible for picking up the students at the student's school. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The activities director may determine whether to hold extracurricular activities or practices. If the activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

EXPECTATIONS FOR STUDENTS

Administrative Regulations Guiding Student Conduct

Students who do not abide by policies and guidelines found in this section are subject to disciplinary measures. Administrative decision-making regarding the disciplinary measures will take into consideration the severity of the act, frequency of violations, repetition of violations, student learning needs, consistency of expectations and other relevant factors.

Academic Integrity

Students will do their own schoolwork. Academic dishonesty ("cheating") is prohibited, and includes but is not limited to:

- Looking at or copying another student's schoolwork
- Allowing another student to look at or copy the student's work
- Plagiarism and copying from sources without proper citation
- Inappropriate use of telecommunication devices during testing
- Forgery, altering and/or unauthorized possession of school forms
- Lying to school officials
- Violation of copyright laws

If a student is found to have violated this rule, the teacher will attempt to contact the parent to inform them of the incident. The student will be referred to the office for a conference with the principal, and the incident will be documented.

Any additional repeat violation of this policy will result in greater consequences.

Access to Buildings

Safety and security of students is a top priority of the Ankeny Community School District. Security experts have recommended limiting access to students during school hours as an important strategy in protecting students. For that reason, Ankeny Schools will lock all exterior doors during school hours and buzz visitors

into the building through a single secure point of access via use of a video phone doorbell system. In addition, students are required to display their student IDs.

To partner with parents on student safety and minimize inconvenience, parents are asked to notify their school through a note sent with their student or a phone call to the school office ahead of any visits they may make to the school. This will expedite identification and streamline arrival.

Upon entry, parents must check-in through the front office, provide a state-issued ID for scanning in the Raptor system, and receive a printed ID badge that they will wear throughout their time in the building. This process is generally very quick and efficient, and helps us ensure we are not providing inappropriate access to your students. When in the building, please keep visits to 30 minutes or less.

Bullying, Harassment, and Hazing, and Inappropriate Student Interaction

Report bullying with the TIPS report incident system on the website and/or complete a complaint form. Complaint forms for bullying, harassment, hazing, and inappropriate student interaction are located in the office of all school buildings and on the district website.

The Ankeny Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the Board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment and the ability of students to learn and succeed.

Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity. Additionally, school employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the

student's person or property.

2. Has a substantial detrimental effect on the student's physical or mental health.
 3. Has the effect of substantially interfering with a student's academic performance.
 4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
 - "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the Superintendent. An alternate will be designated in the event it is claimed that the Superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within fifteen (15) days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent's designee, the Chief Officer of Human Resources and Legal Affairs, (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. Initial complaints of bullying and harassment start at the building level unless there are circumstances in which the investigation at the building level would be inappropriate. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent shall develop procedures regarding this policy.

If the Complainant is under 18 years of age, the Investigator shall notify his or her parent that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

Decision

Upon completion of the investigation, the Investigator will issue a report with findings. The Complainant and the alleged offender

will be notified that the investigation has concluded. The principal will maintain a log of information necessary to comply with Iowa Department of Education's reporting procedures. If it does not meet the definition of the Iowa Department of Education's Inappropriate Student Interaction and harassment law, but meets the District's definition, the complaint will be reported in Infinite Campus.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Inappropriate Student Interaction

Inappropriate Student Interaction will not be tolerated in Ankeny Schools. The Board is committed to providing all students with a safe and civil school environment that is free from Inappropriate Student Interaction and in which all members of the school community are treated with dignity and respect.

The Board has in place policies, procedures, and practices designed to reduce and eliminate Inappropriate Student Interaction, as well as, processes and procedures to deal with incidents of Inappropriate Student Interaction. Inappropriate Student Interaction of students by students, school employees, and volunteers will not be tolerated. Staff members and administration will enforce this policy.

Inappropriate Student Interaction occurs when a person, alone or with others, intentionally engages in unwelcome verbal, written, or physical conduct toward a student that is sufficiently severe, persistent or pervasive that it causes physical or emotional harm to the student or damages property, or creates an intimidating, threatening, or abusive learning environment. Inappropriate Student Interaction includes conduct which occurs on school property, at school events, or, if away from school, which has a negative effect on the student while at school.

Inappropriate Student Interaction can include any electronic, written, verbal, or physical act or conduct toward a student. "Electronic" means any communication involving the transmission

of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, social media, or other similar technologies.

Inappropriate Student Interaction may include, but is not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written Inappropriate Student Interaction, hazing, or other victimization that has the purpose or effect of causing injury, discomfort, exclusion, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury,
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, exclusion, fear, or suffering to the victim
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, exclusion or suffering to the victim; and/or
- Use of one's strength or popularity to injure, threaten, exclude or embarrass (humiliate or insult) another student on purpose.

Jurisdiction

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on District-owned or District-operated vehicles; while attending or engaged in District-sponsored activities; and while away from District grounds if the Inappropriate Student Interaction behavior directly affects the good order, efficient management and welfare of the school or District.

Resolving Inappropriate Student Interactions

Students who feel they are a victim of Inappropriate Student Interaction should, if they are comfortable doing so, communicate to the student committing the perceived inappropriate interaction that the behavior is to stop. The student may ask a teacher, counselor, or principal for assistance communicating that the behavior should stop.

If the perceived Inappropriate Student Interaction does not stop, the student should:

- Tell a teacher, counselor, or principal, and
- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - What, when and where the perceived Inappropriate Student Interaction happened;
 - Who was involved;
 - Exactly what was said and/or what the perceived offender did;
 - Who may have witnessed the behavior;
 - What the Complainant student said or did, either at the time or later;
 - How the Complainant student felt; and
 - Response to the student.

Complaint Procedure

A student who believes that the student has been the subject of

inappropriate interaction will first notify the principal/designee. The principal/designee may request the student complete the Inappropriate Student Interaction Complaint form, 504.45F, or a written statement covering the specifics of the incident. The student will be required to turn over evidence of the Inappropriate Student Interaction behavior, including, but not limited to, letters, tapes, pictures, or text messages. The principal/designee has the authority to initiate an investigation in the absence of a written complaint.

Investigation

If the principal/designee has a reasonable belief that evidence and statements support an Inappropriate Student Interaction an investigation will commence as promptly as reasonably possible after the receipt of the complaint. The principal/designee will interview the Complainant, the student alleged to have committed the inappropriate interaction, and other witnesses as the principal deems necessary. The accused student may file a written statement in response to the complaint.

The principal will review the evidence to determine the appropriate administrative action. If the conduct complained of violates other behavior rules or policies, discipline may occur based on those rules, as well.

Resolution of the Complaint

Upon completion of the investigation, the principal will make a finding and conclusions as to the allegation of Inappropriate Student Interaction. The principal will document the disciplinary action taken or any other action taken in response to the complaint within the student information system. The complainant and the accused student will receive notice as to the conclusion of the investigation.

Consequences

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a District employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a District volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from District grounds. "Volunteer" means an individual who has regular, significant contact with students. Student discipline is considered confidential under FERPA.

Students who knowingly file a false complaint may be subject to appropriate disciplinary action. Retaliation against any person because the person has filed an Inappropriate Student Interaction complaint or assisted or participated in an Inappropriate Student Interaction investigation or proceeding is also prohibited. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any District employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any District volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from District grounds.

Care of School Property

Students are expected to take care of school property including, but not limited to desks, chairs, books, lockers, assigned technology, and school equipment. Vandalism will not be

tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. Fines will be levied for damage to books, computers or other school equipment. In certain circumstances, students may be reported to law enforcement officials.

Conduct Against a School Employee

Any action which can be defined as harassment against a teacher by any student outside of school or school hours will be dealt with by school authorities in accordance with Board policy. The necessary disciplinary action will be taken by a building principal.

Dangerous Conduct

The district is dedicated to creating an environment where all individuals feel a sense of respect, safety, and belonging. Any action which endangers the safety or well-being of individuals will not be tolerated and may be considered gross disobedience or misconduct. Students who engage in dangerous conduct may also be referred to law enforcement authorities. Examples of conduct considered “dangerous conduct” and prohibited include, but are not limited to:

- Sounding a false fire alarm
- Possession of a weapon, a look-alike weapon (including firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives and other dangerous objects or offensive substances, and including objects such as automobiles, baseball bats, pipes, bottles, sticks, locks, pencils, pens, needles and other materials or objects that are used, attempted to be used, or threatened to be used to cause bodily harm)
- Possession of dangerous materials
- Violation of the district’s rules regarding distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine products, e-cigarettes or components, matches or lighters, over the counter or prescription drugs used for improper purposes, other controlled substances, or “look alike” substances while on school grounds, while attending or engaged in District activities, and while away from District grounds if the misconduct will directly affect the good order, efficient management and welfare of the District.
- Gang, gang-related, or mob action
- Causing physical harm to a student or staff member

A student who commits an assault against a school employee in a school building, on school grounds, or at a school-sponsored function will be immediately suspended by the principal and notice of this suspension will immediately be sent to the Board. The Board will then determine whether to hold a disciplinary hearing which may result in further consequences including, but not limited to, expulsion.

If you have knowledge or have reason to believe that the safety of a member of the school community may be at risk, immediately contact your principal.

Detention

Office detention is detention assigned or approved by a building principal. Office detention may be held before or after school,

during open campus, or during lunch.

Reporting late for detention is not allowed. Students will be expected to read or work on assignments while serving detention. All students are responsible for arranging their own transportation to and from school for detention.

Dress Code

The district’s goal is to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon student rights. Student expression, including student appearance and dress, should be appropriate to ensure that the students learn and meet the goals of the school district.

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The Board expects students to use good hygiene and wear clothing that is appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student’s appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

Shoes must be worn at all times for health and safety reasons. Hats are not allowed in the classroom. Exceptions may be granted by the building administration in accordance with law and policy. Mittens/gloves, hats, coat, and boots are a necessity in cold weather.

Expulsion

Only the Board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of Board policy, school rules or the law. It is within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It is within the discretion of the Superintendent/designee to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student and will be readmitted only by the Board or in the manner prescribed by the Board. The principal/designee will keep records of expulsions in addition to the Board’s records.

When a student is recommended for expulsion by the Board, the student is provided with:

- Notice of the reasons for the proposed expulsion;
- The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses

are students whose names may be released at the discretion of the Superintendent/designee;

- An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student’s behalf;
- The right to be represented by counsel; and
- The results and finding of the Board in writing open to the student’s inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination will be made whether the student engaged in the alleged misconduct. A staffing team will make a determination of whether the student’s behavior is caused by the student’s disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting will be recorded.

If the special education student’s conduct is not caused by the disability, the student may be expelled or suspended following written notice to the parent and pursuant to the district’s expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the district.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the district’s educational goals. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused. Students must use school-provided transportation both to and from the field trip. Students will not be denied transportation to and from an academic field trip even if prior disciplinary measures have resulted in their bus privileges being taken away from a regular bus route.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. Prior to attending a field trip, students must return a note signed by the student’s parent. Parents who wish to volunteer must complete and be cleared by a background check at least two weeks prior to the field trip. Background checks will not be processed the day of the trip. Please read the volunteer handbook posted on the district’s website for more information.

Fundraisers and Causes

Students may raise funds for school-sponsored events with permission of the building principal, subject to Board Policies 503.06 and 1004.60. A fundraising questionnaire must be completed prior to conducting a fundraiser and resale reconciliation completed following the fundraiser. Both forms must also be submitted to the Business Office. The fundraising questionnaire and resale reconciliation can be found on the district website in both policies. Revenues from fundraisers must be deposited intact and all expenditures made with a purchase order.

Gangs and Gang-Related Activities

Student involvement in gangs or gang-related activities are

strictly prohibited, and may be considered gross disobedience or misconduct. No student on or about school property or at any school activity shall:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present in or on a student’s notebook or other personal possessions while on school grounds or school-related activity.
- Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - Soliciting others for membership in any gangs
 - Requesting any person to pay for protection or otherwise intimidating or threatening any person
 - Inciting other students to act with physical violence
- Committing any other illegal act or other violation of school district policies

Identification Cards

Students will be provided with an ID card which they are required to properly display at all times. Students must show or surrender the card whenever they are requested to do so by a staff member, campus security, or school bus driver.

Students may not alter their ID cards in any way. Lost ID cards must be replaced for \$5.00. Refusal to identify yourself, surrender your ID card, or lying about your identity will be dealt with as insubordination and lying, respectively.

Illegal Items (Alcohol, Drugs, Weapons)

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, or being under the influence of beer, wine, alcohol, tobacco, nicotine products, e-cigarettes, or vaporizer components (battery, atomizer, cartomizer, and/or clearomizer) over the counter or prescription drugs when used for improper purposes, other controlled substances, or “look alike” substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on district property or on property within the jurisdiction of the district; while on district owned and/or operated district or chartered vehicles; while attending or engaged in district activities; and while away from district grounds if the misconduct will directly affect the good order, efficient management and welfare of the district.

Weapons are not allowed on school grounds or at school activities including hunting rifles, even if unloaded and locked in cars, with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Weapons, other dangerous objects and look-a-likes will be confiscated from students and others who bring them onto school grounds, parents will be notified and a report will be made to law enforcement.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The Superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis.

More information is available in Board Policy 502.13.

Students should not bring knives and other sharp instruments to school. Any knife or other potentially dangerous object may be confiscated by the principal. The parent will be notified and the principal will determine whether consequences are necessary. Any student in possession of a knife may be suspended.

Insubordination / Disrespect

Students are to respond promptly to the directions of staff members and to act respectfully toward staff members at all times. Refusal to do so is considered a serious breach of student expectations.

Insubordination/disrespect which amounts to gross disobedience or misconduct, and/or disruption of the school environment may result in disciplinary action, up to and including expulsion, depending on frequency of occurrence and/or severity of the incident.

Items Intended to Disrupt the Learning Environment

In order to ensure a positive and productive educational environment, students should avoid bringing items that may cause disruption to school. Items that have no academic purpose and that are intended to disrupt the learning environment will be confiscated and may be released to the student's parents. Student(s) who bring or possess such items may be assigned consequences.

Lockers and Desks

Student lockers and desks are the property of the school district. The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulated suspicion that the contents contain illegal or contraband items, or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible. For more information, see the section of this handbook on Student Searches.

Students are only permitted to utilize the locker assigned to them. Reassignment of lockers must be approved by the main office or supervising teacher. Students will be responsible for paying for damage to their lockers caused by overstuffed and unlocked doors.

Lost and Found

Items submitted to the school office as lost and found will be placed near the main office. Before winter and summer break, the unclaimed lost and found items are taken for donation.

Non-Motorized Vehicles and Rollerblades

Students must:

- Park and lock bicycles in the bike racks on school grounds.
- Register all mopeds in the principal's office.
- Immediately enter the building after parking the moped or bicycle.
- Remove rollerblades prior to entering school grounds.

- Wear helmets and other necessary protective gear and obey traffic laws at all times while riding bicycles, mopeds, rollerblades, skateboards, hoverboards, or scooters.
- Store any skateboards brought to school in their lockers until school is dismissed.

Students must not:

- Ride bicycles, scooters, rollerblades, skateboards, hoverboards, or mopeds on school sidewalks and/or in school buildings.
- Use bicycles, scooters, rollerblades, skateboards, hoverboards, or mopeds carelessly or recklessly.
- Start mopeds until they get to the riding areas.
- Walk bicycles or mopeds between buses.
- Ride bicycles, skateboards, scooters, hoverboards or mopeds or use rollerblades near buses, cars, and/or pedestrians.
- Use skateboards on school buses and/or on school property during the school day

Any student violating these rules may lose riding privileges. Parents will be notified by phone if a violation occurs. Detention and/or suspension may be assigned.

Direct supervision for non-motorized vehicles is not provided, so each student / family assumes the risk of vandalism on and/or damage to bicycles, mopeds, rollerblades, skateboards, hoverboards, and scooters brought onto school property.

Policy Guiding Student Conduct

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on district property or on property within the jurisdiction of the district; while on district owned and/or operated district or chartered vehicles; while attending or engaged in district activities; and while away from district grounds if misconduct will directly affect the good order, efficient management and welfare of the district.

Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances. Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. For more information, see Board Policy 503.01.

Posting or Distribution of Information

Students who wish to distribute information and/or post it on school grounds must receive permission from the principal prior to posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can answer questions about school rules on posting and distributing materials.

Public Conduct

The Ankeny Board of Education expects that students, employees and visitors treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the district's student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Members of the public will be subject to discipline according to this policy.

Individuals are permitted to attend school-sponsored activities or visit school premises only as guests of the school district, and, as a condition, must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the educational program or activity of the district. Visitors, like participants, are expected to display mature, responsible behavior. The failure of individuals to do this is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the educational program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

Abusive verbal or physical conduct will not be tolerated during the school day, at any school-related event, or on school property; especially conduct that interferes with any school-related performance, function, duty or activity.

The use of vulgar, obscene or demeaning verbal or physical expressions will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises or activities may follow the Board's chain of command and complaint procedures should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in this policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school-sponsored or approved activities.

Social Media Guidelines for Ankeny Students

Due to the wealth of new social media tools available to students, student products and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone. Below are guidelines students in the Ankeny Schools should adhere to when using social media tools for schoolwork in and outside of the classroom.

- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want peers,

parents, teachers or a future employer to see.

- Your online behavior should reflect the behavior goals of Ankeny Schools: being respectful, responsible and safe.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- All online behavior is expected to comply with the Ankeny Schools policies regarding harassment and bullying.
- Be safe online. Never give out personal information including, but not limited to, last names, phone numbers, addresses, exact birthdates, school name, and pictures. Do not share your password with anyone besides your teachers and parents.
- While it is standard practice to link to other websites for support, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do not use other people's intellectual property (i.e., their words or ideas) without citing your sources. It is a violation of copyright law to copy and paste others' thoughts without giving proper credit.
- When using exact language as evidence, place the text in quotes and cite your source.
- Even when paraphrasing or summarizing another's idea(s), be sure to cite your source.
- Always include a works cited page. Some teachers may ask you to hyperlink your sources.
- Treat all images and other media as if they are protected by copyright unless you get permission from the author or have searched with the appropriate usage rights filter. Consult your teacher librarian for assistance.
- Blog and wiki posts should follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- Your online presence is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you find inappropriate material that makes you feel uncomfortable or is not respectful for a school, tell your teacher right away.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations impacting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- Eyewitness observations by employees
- Information received from reliable sources
- Suspicious behavior by the student
- The student's past history and school record, although

this factor alone is not sufficient to provide the basis for reasonable suspicion

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student
- The sex of the student
- The nature of the infraction
- The emergency requiring the search without delay

Searches of Personal Items

Searches of a student's person, handbag, book bag, cell phone, etc. are permissible in situations where administration has a reasonable suspicion that a student has on their person, or inside personal items mentioned above, any illegal, unauthorized, or contraband items and that such search will produce evidence of such possession.

A student's body and/or personal effects (e.g., purse, backpack, electronic device, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order. If a school official has reasonable suspicion that a student is under the influence of alcohol, a non-invasive breathalyzer test may be administered.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, book bags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and/or articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

See Board Policy 502.15 for more information.

Threats of Violence

All threats of violence, whether oral, written or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated and law enforcement may be contacted.

Any threat may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.



The following will be considered in determining the extent to which a student will be disciplined for threatening or terrorist behavior:

- The background of the student, including any history of violence or prior threatening behavior
- The student's access to weapons of any kind
- The circumstances surrounding the threat
- The age of the student
- The mental and emotional maturity of the student
- Cooperation of the student and his or her parent(s) or guardian(s) in the investigation
- The existence of the student's juvenile or criminal history
- The degree of legitimate alarm or concern in the school community created by the threat
- Any other relevant information from any credible source

Ankeny Community Schools places a strong emphasis on safety at school. The district serves many purposes not the least of which is keeping students free from harm. The district stresses the importance of everyone in the school conducting themselves carefully and with concern for their own and others' safety. Students are encouraged to notify teachers or the administration of risks of injury or harm to themselves or others.

HEALTH, WELL-BEING AND SAFETY

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, ebola, and chicken pox. Please refer to the Communicable Disease policy available on the district website.

Concussions and Brain Injuries

Annually during student registration, parents of students in grades 7-12 are provided with information about concussions and brain injuries, as provided by the Iowa Department of Public Health, the Iowa High School Athletic Association, and the Iowa Girls High School Athletic Union. Students and their parent(s) are required to sign and return a copy of this sheet to their school's Activities Director each year before the student may participate in any extracurricular interscholastic activity. Additional information on the district's concussion protocol can be found in Board policy 504.90.

Dental Screenings

Iowa law requires all enrolling kindergarten students and all students entering 9th grade to have records of dental screening on file at their school. The dental screening for enrolling kindergarteners should have been performed when the student was between 3- 6 years old.

The screening must be recorded on the Iowa Department of Public Health Certificate of Dental Screening, which can be found on www.ankenyschools.org.

Emergency Contacts

At the beginning of each school year, parents must provide contact information for trusted adult(s) that the school may contact in an emergency if it needs to reach the parent and is unable to do so. Parents are also asked to give permission for the school to release the student to the designated emergency contact in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

Emergency Drills

Periodically the school will hold emergency drills. At the beginning of each semester, teachers notify students of the procedures to follow for drills/emergencies. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly and follow staff instructions during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

- **Fire** – Evacuation routes are posted in every room. Fire drills are held monthly throughout the school year.
- **Tornado** – Routes to designated areas are posted in every room. Tornado drills are held four times per year.
- **Other Critical Incidents** – Staff will notify students of the procedures and give directions. Critical incident drills are held two times per year.

Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. Once they have notified a teacher or employee, a student who becomes ill or is injured will be seen by the school nurse. In the case of a serious illness or injury, the school shall attempt to notify the parents

according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.



Immunizations

Iowa law requires parents to vaccinate their children against diphtheria, tetanus, pertussis, polio, measles (rubeola), mumps, rubella, Hepatitis B, and varicella (chickenpox) as a condition of enrollment in any school in Iowa, including home school and dual enrolled students. Parents/

guardians must submit an Iowa Department of Public Health Certificate of Immunization to the school nurse. It is the parents' responsibility to see that this certificate of immunizations is completed and signed.

Students who have not provided a certificate with at least one set of all required immunizations to the school nurse will not be allowed to start on the first day of school. If a complete record of all immunizations required is not provided by the first day of school, the student will need an Iowa Department Public Health Provisional Certificate of Enrollment. This certificate will expire in 60 days, so you must have your child completely immunized during this time. Once the 60 days has expired, your child will be excluded from school until the immunizations are completed.

If you will not be able to provide a complete immunization record for your child, it is imperative that you contact your child's school nurse on or before the first day of school. See Board Policy 504.10 for limited exemptions to this requirement.

The requirements, timing, and dosage for each of these vaccinations can be found on the Iowa Department of Public Health website: <https://idph.iowa.gov/immtb/immunization/laws>

Insurance

Athletics, Accident and Health Insurance: Student health and accident insurance is available to students at the beginning of the school year. Parents have the option to purchase insurance for their children. The district does not purchase accident insurance to cover injuries incurred at school during sports or school-sponsored activities.

Student athletes must provide written proof of health and accident insurance prior to the start of an athletic season in order to participate in intramural or interscholastic athletics. A parent letter stating that the student is covered by health and accident insurance is adequate proof of insurance. Student athletes who face financial difficulty missing this insurance requirement should contact their coach or the activities office.

For more information, please review the student insurance program on our website at www.ankenyschools.org.

HAWK-I Insurance: Parents may apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children from birth to age 19 who meet certain criteria are eligible for coverage which includes doctor visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services, among other services. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <https://dhs.iowa.gov/hawki> for more information.

Medications

It may be necessary for students to take medication, including prescribed and non-prescribed medications, during the school day or during school activities in order to participate in the educational program. The school must know the medications a student is taking in the event the student has a reaction or illness. No medication will be administered at school except in compliance with Board Policy 504.32 - Administration of Medications to Students and Board Policy 904.50 Stock Epinephrine Auto-Injector Supply.

By law, a student with asthma or another airway constricting diseases may carry and self-administer medication for this condition, and a student with a risk of anaphylaxis may use an epinephrine auto-injector if the parent provides written permission for the student to self-administer this medication and if the prescribing physician provides a written statement with: (1) the name and purpose of the medication or epinephrine auto-injector, (2) the prescribed dosage, and (3) the times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered. This permission is effective for the school year in which it is granted and must be renewed annually; parents are expected to immediately notify the school of any changes in the conditions giving rise to the use of the medication or auto-injector. If the student misuses this privilege, the parent shall be notified and the privilege may be withdrawn.

Per Iowa Code, Ankeny Schools and its employees will incur no liability, except for gross negligence, as a result of any injury arising from the student's self-administration of medication or use of an epinephrine auto-injector.

Other than for asthma, airway constricting diseases, and anaphylaxis as described above, students will be permitted to carry and self-administer medications and look-alike substances **only** if their parent makes a written request that is accompanied by a physician's prescription, the school nurse approves, and the student is shown to be competent to self-administer the medications. It is a breach of student discipline and a violation of policy for students to carry, distribute, sell, or use medications or "look alike" medications without permission or under the circumstances noted above.

The district may assist in administering medications upon receipt of a written, signed, and dated request from the parent and under the direction of a legal prescriber, if necessary. Except for emergency situations, only a licensed registered nurse, physician, or staff member who has passed a medication administration course will be permitted to administer medication.

Any request for medication administration will include instructions for administration of the medication and will be reviewed annually. If at any time there exists reason to obtain information from the prescribing health care practitioner, the

student's parent/guardian will be responsible for any costs charged by the practitioner to assist the District in administering the medication.

All medication provided to the District for administration must be kept in the original container in which it was purchased with the following information on the container, in the instruction sheet and/or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents. Prescription medications must include pharmacy label or written order from a legal prescriber.

In keeping with Iowa law and Board policy, Ankeny Schools annually procures epinephrine auto-injectors from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to a student or individual who may be experiencing an anaphylactic reaction. More information can be found at Board Policy 904.50 Stock Epinephrine Auto-Injector Supply.

Medications will be stored in a secured area unless the student has been approved to self-administer the medication. The nurse will establish policies and protocols for storing medication during school activities away from the school building and for medication-related reactions.

In special circumstances and at the school nurse's discretion, parents may provide the district with permission to administer a one-time dose of prescription or non-prescription medication. If the medication is to continue for several days following the telephone permission, written authorization must be provided the following day.

In accordance with the Nurse Practice Act, Ankeny Schools nurses will exercise their professional discretion in determining whether or not to administer any medication. If a district nurse determines to vary or not to administer a medication that has been prescribed by a physician and requested by a parent/guardian, the nurse shall notify the parent or guardian, the prescribing physician, and the building principal and state the reason. If the District determines not to assist in administering any medication the District may permit a parent or other designated person to administer the medication during school time in designated locations and in keeping with Board policy.

When the administration of medication requires ongoing professional health judgment, an individual health plan (IHP) will be developed by the school nurse with the student and the student's parent/guardian. More information on this can be found in Board policy 507.80.

The Permission for Administration of Medication form is available on each building's School Nurse page on the district website: ankenyschools.org.

Nurse

The primary mission of the school nurse department is to remove health barriers to learning. If a student becomes ill or injured during the day, the teacher will excuse the student from class to go immediately to the nurse's or principal's office. If it is necessary for a student to go home, the parents/guardians will be contacted and arrangements will be made for the student to go home. No student will be sent home until prior arrangements have been made.

Parent and Family Engagement (Board Policy 505.08)

Parent and family engagement is an important component in a student's success in school. The Board encourages parents and families to become involved in their child's education to ensure the child's academic success. Therefore, the Board will:

(1) Involve parents and families in the development of the Title I plan, the process for District review of the plan and the process for improvement;

(2) Provide the coordination, technical assistance and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance;

(3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant Federal, State, and local laws and programs by creating opportunities for families to learn strategies to support the education of their child in multiple areas of the education program (e.g., reading, math, English Learners), providing materials in additional languages, as necessary, to meet the needs of students and families.

(4) Collaborate with parents to conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and families in Title I activities (with particular attention to low-income parents and families, Limited English Proficient (LEP) parents and families, parents and families of any racial or ethnic minority, parents or family members with disabilities and/or parents or family members with low literacy); needs of parents and families to assist with their children's learning; and strategies to support successful school and family interactions.

(5) Use the findings of the annual evaluation to inform Title I programming and policy, update recommendations, design strategies for effective parent and family engagement and revise, as necessary, the parent and family engagement policies.

The Board will review this policy annually. The Superintendent/designee is responsible for notifying parents of this policy annually or within a reasonable time after it has been amended during the school year. It is the responsibility of the Superintendent/designee to develop administrative regulations regarding this policy.

Parents' Roles During Emergencies

Providing a safe place for students to learn and grow is one of the most important responsibilities of any school system. Along with school officials, teachers and staff, school families play a critical role in preventing and responding to school emergencies. This information is intended to provide parents and guardians with the steps you can take before, during and after an emergency. It is the ABC's of the parent's role during emergencies.

A. Before an emergency occurs

Prevention: The Role of Parents in Keeping Schools Safe - Parents and community members play an important role in keeping our schools safe. You can be our eyes and ears by reporting any issues, concerns or rumors related to safety

to school or law enforcement officials. The Ankeny Community School District provides a confidential resource to help students and immediate family members with guidance and support regarding a number of topics: School-life balance, emotional issues, substance abuse, and more. SAP counseling professionals will work with students to understand concerns and connect students with appropriate resources. The first three sessions are free and SAP services are available 24 hours a day, seven days a week, at 800-327-4692.

All visitors must follow the posted visitor procedures when entering a District facility. Please bring your driver's license the first time you visit in order to obtain a visitor's badge.

Contact Information - Another of the most important steps that parents can take prior to an emergency is to ensure their contact information is updated regularly in the district's Infinite Campus system. This is the system that provides e-mail and phone numbers to the district's rapid-contact notification system. Please regularly update emergency and contact telephone numbers, email addresses and other information with your school to ensure you receive information and updates during emergency situations.

It is also important to review and update information regarding who can legally pick-up your child during an emergency. Once this information is on file, you should ensure that those people are aware they have been listed as your "emergency contacts," and that they may receive messages via phone and/or e-mail during an emergency, weather early out, or other situation.

For more information about the district's emergency contact system and what contact information it uses in various situations, visit the district website at www.ankenyschools.org

If your child is on medication, be sure the school has at least a two-day supply.

Create your own family emergency plan. Develop a family communication plan and have a supply kit to sustain you and your family for two to three days. For tips on how to prepare a plan go to www.bereadyiowa.gov >> Be Prepared >> Make a Plan.

B. During an emergency

In a school emergency, the first instinct of many parents is to pick up the telephone and start calling their child or school and/or rush to the school and get your children. But the truth is, this only complicates matters from a safety and security standpoint. Parents too close to an incident often hinder rescue attempts of the police and fire officials on the scene. Calling your child's cell phone may prevent them from hearing important, even life-saving information. Too many parents calling the school can also tie up needed phone lines and hinder efforts to communicate. Students will be able to use cell phones if they need immediate assistance and once they are safe.

The best action parents can take in an emergency is to monitor their phone, e-mail and district website for regular updates and instructions.

- Do not physically come to your child's school and/or to the sight of a school activity during an emergency unless and until you are directed to do so by District staff.
- Avoid calling the school or the district during the emergency. This will allow complete focus of the school and responders to be on the emergency.

Notification and Communication: The school district is committed to providing parents and guardians with the latest and most accurate information available. In most cases the district will send brief phone messages or emails via its notification

system in an emergency. Parents will be asked to also monitor more extensive official emergency updates at the district's website. Additional updates will also be sent depending upon the nature of the emergency.

In today's world, it is likely that students will be texting and calling parents immediately. **Be aware that information you receive from your child may not always be accurate;** ensure the information you are using is official and comes directly from the Ankeny Community School District.

School Emergency Response Protocols - A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, shelter-in-place, evacuation, or any combination of two of these protocols, as a means to ensure the safety and wellbeing of students and staff.

When and Why are Students and Staff Asked to Lockdown, Shelter-in-Place or Evacuate?

- **Lockdown** — A lockdown is normally in effect when there is a threat inside the school. Students and staff are removed from harm's way by having them safely located inside secure classrooms or other areas inside the school to reduce the risk of being exposed to the source of potential harm. During lockdowns access to the building is prohibited.
- **Shelter-in-Place** — Shelter-in-place is instituted when the threat is outside the school. Students and staff are secured inside a classroom or other areas inside the school reducing the risk for exposure to inclement weather or other potential harm such as a gas release.
- **Evacuation** — Evacuations are typically conducted to remove students and staff from harm's way by having them safely vacate the school and reassemble in a more secure location.

If the school building is evacuated, how will I be able to locate my child? Parents will be directed to a specific location where they will be required to show a government-issued photo ID. At the reunification site, school administrators, police and fire officials account for students and provide aid to those who need it immediately. Students are released only to authorized individuals. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

C. After an emergency

Monitor your child's behavior and let the school know if you think counseling or help is needed. Following a school crisis, specially trained school and district crisis team members and social workers are available to provide counseling and outside referrals to students, staff members and others who may need it.

Recovery plans - Depending on the nature and amount of damage, school may be moved to a different location. The district will inform parents of any changes.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students are required to have physical exams prior to joining an athletic program. Additional information is available in the Athletics and Activities Addendum to this handbook.

Sexual Abuse and Harassment

The school district does not tolerate employees or district volunteers physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee or district volunteer should notify their parents, teacher, principal or another employee. It is the policy of the district to respond promptly to allegations of abuse of students by school employees by investigating or arranging for a full investigation of any allegation, and to do so in a reasonably prudent manner.

The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure may require the school district to designate an independent investigator to look into the allegations.

The school district has designated Jessica Dirks, the Chief Officer of Human Resources and Legal Affairs, as its Level I Investigator. She can be reached at (515) 965-9600.

Physical abuse is a non-accidental physical injury to a student as a result of the actions of a school employee that is still apparent at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse means any sexual offense as defined by Iowa Code chapter 709 or Iowa Code section 728.12(1). The term also encompasses acts of the school employee that encourage the student to engage in prostitution as defined by Iowa law, as well as inappropriate, intentional sexual behavior, or sexual harassment by the school employee toward a student. This includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment.

Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Protective Equipment

The materials and/or processes used in some career and technical education and laboratory courses may pose a risk of eye injury and/or hearing loss if proper protective equipment is not worn. In these instances, teachers will direct students to wear industrial quality eye-protective and/or industrial quality ear-protective devices; under Iowa Code, students are required to wear this protective equipment when instructed to do so.

Student Assistance Programs

To support students' personal, academic, and emotional health, the district purchases counseling services that students and/

or members of their households may access for free. More information about this program can be obtained from building counselors, social workers, and/or principals.

Suicide Prevention Lifeline

The National Suicide Prevention Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis. If you need help, please dial 1-800-273-TALK (8255). You will be routed to the closest possible crisis center in your area. With more than 130 crisis centers across the country, the mission is to provide immediate assistance to anyone seeking mental health services. Call for yourself or someone you care about. Your call is free and confidential.

Why should I call the Lifeline?

From immediate suicidal crisis to information about mental health, crisis centers in the network are equipped to take a wide range of calls. Some of the reasons to call 1-800-273-TALK are listed below.

- Call to speak with someone who cares
- Call if you feel you might be in danger of hurting yourself
- Call to find referrals to mental health services in your area
- Call to speak to a crisis worker about someone you're concerned about

TIPS Reporting System

Ankeny Schools is dedicated to providing a safe environment for students. This is best done when students, parents, and schools work together. The online TIPS tool helps by empowering students, parents, teachers and community members to anonymously report concerning behavior. With TIPS, students and parents can report:

- Bullying and cyberbullying
- Threats of suicide
- Other threats of violence, weapons, drug/alcohol abuse, and more

To report a concern, call the hotline (963-SAFE) or visit the district website and click on the TIPS icon under "Quick Links" on the home page.

For an emergency requiring immediate attention, please call 9-1-1.

Volunteers

Any parent or community member wishing to volunteer in the building or chaperone a field trip or dance will be asked to complete the forms in the volunteer handbook, which is available on the district web site. Volunteers are subject to a criminal background check and the district reserves the right to restrict volunteers as a result of that check. Please note that volunteers should apply in advance, as it is not feasible to process a background check on the same day as the event.

Water Bottles

Students may bring transparent water bottles with closing lids into the classroom if those bottles only contain water, are labeled, are not shared, and are not used for any purpose other than

consuming water. Students should use caution when water bottles are in computer labs and/or near electronic devices. Students are encouraged to take their water bottles home frequently for cleaning. Students misusing water bottles will be subject to disciplinary action.

STUDENT SERVICES

Media Center

The school media center, a place for students to find information, read, study and use technology for educational purposes, is generally available to students before and after school. Students are expected to conduct themselves as if they were in class while they are in the media center. Books, recording devices, and laptop computers are available for checkout in the media center. Fines will be levied for damage to books, computers or other school equipment.

Nutrition Services

- **Breakfast:** All students have the option to purchase breakfast. A variety of hot entrées, cold cereals, yogurt, microwavable items, fruit juice, fresh fruit, and milk are offered.
- **Lunch:** Students have the option of purchasing lunch or bringing a sack lunch. Ankeny Schools has developed a three-week menu cycle that it adjusts throughout the year based on student preferences. A variety of hot and cold entrees are offered daily, and each lunch meets the National School Lunch Program (NSLP) guidelines for protein, grain, fruit, vegetables, and milk.



To qualify for meal pricing, a student must choose at least 3 of the 5 components at least one of which must be a fruit or vegetable. A la carte items are offered for an additional charge and are only available to students with a positive meal account balance.

Meal prices vary by grade level and are available on the district website. Menus are posted on www.schoolcafe.com.

Payment for School Meals

To purchase food in the school cafeteria, students must present their district ID card or enter their student ID number on a keypad (no electronic devices will be allowed). Students are not permitted to use other students' ID cards or ID cards from a previous school year. If the student loses or damages their ID card, the card will be replaced and the student will be charged a replacement fee. Students wishing to purchase a meal who have a positive balance but do not have their ID card will wait until those

who have their cards have gone through the serving line.

Meal Account Balance Protocol

- When a student meal account balance reaches \$5.00, an email will be sent to the parent each day until the account balance is above \$5.00.
- When a student meal account balance reaches \$0, the student will not be allowed to purchase a la carte items.
- When a student's meal account reaches -\$5.00, a staff member will call the parent alerting them of the account balance.
- When a student's meal account reaches -\$10.00, Nutrition Services will mail a letter to the student's household.

Parent Control of Meal Accounts: Parents can pay for meals on-line using VISA, MasterCard, American Express, or Discover or by sending money to the school office. TouchBase (<https://ia-ankeny.intouchrecepting.com>) is used for payment and allows parents easy and convenient access to pay fees online 24 hours a day, seven days a week via a private and secured transmission. Credit added to a student's meal account at the point of sale may take three(3) days; money sent to the school office will be credited to the account the next school day. Parents may set up recurring payments. Inquiries regarding TouchBase should be made to the Nutrition Assistant.

Through SchoolCafe (www.schoolcafe.com), parents can view menus and nutritional information, see student account purchase history, restrict a la carte purchases, and set up notifications so they are informed when a student's account reaches a certain balance.

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days after the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a meeting with a district employee who is not directly interested in the outcome. Additional information regarding the meeting procedures will be provided to the parent or eligible student when they are notified of their right to the meeting
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that

FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, faculty member, staff member, member of the Board of Directors, or others acting on their behalf who the superintendent has determined to have a legitimate educational interest in obtaining access to information in a student's education records. This may include outsourced law enforcement and security units contracted with the school district. A legitimate educational interest exists when the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to inform the district that the parent or eligible student does not want the district's designated directory information, as defined below, to be released to the public. To object to the designation and release of certain student records as directory information, the parent or eligible student must notify the principal in writing, by August 17, 2020 (or two weeks from the date of enrollment in the district if such enrollment occurs after August 17, 2020), of the information not wished to be released. This objection to the release of directory information must be renewed annually.

The primary purpose of directory information is to allow the district to include information from your child's education records in certain school publications. Examples include, but are not limited to:

- A playbill showing a student's role in a drama production
- The annual yearbook
- Academic recognition lists
- Graduation programs
- Sports activity sheets such as for wrestling, showing weight and height of team members
- Newspaper articles or television news stories
- Podcasts or videos posted on the district website
- Athletic or activities team photos or class photos
- Website articles

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Ankeny Community School District has designated the following student information as directory information:

- Student's name
- Curriculum (major field of study)
- Section/Team
- Year in school
- Participation in recognized organizations, activities and sports
- Weight and height of members of athletic teams
- Degrees, awards and honors received
- The most recent educational institution attended by the student

TECHNOLOGY

Ankeny 1:1 Initiative

The district is committed to a multi-year timeline of issuing a technology device to every student, a project referred to as the Ankeny 1:1 Initiative. Students and families must agree to the terms and conditions of the district technology agreement included in the online registration process before being issued a device. For more information regarding the Ankeny 1:1 Initiative, please see the district website: www.ankenyschools.org.

G Suite for Education (G Suite)

Ankeny Schools offers all students a G Suite for Education (G Suite) account to use on a variety of school-related projects. Students under the age of 13 must have a signed parent permission or a current technology agreement on file before receiving access to their account. G Suite provides a variety of online collaboration tools including productivity software, shared calendars, website authoring tools, internal email, and internal instant messaging (chat). The district believes that learning to use these types of tools in safe and productive ways is essential in preparing students for a lifetime of personal success. For more information about G Suite for Education, please visit our website or <https://www.google.com/work/apps/education/>

Access to and use of G Suite for Education is considered a privilege afforded at the discretion of Ankeny Schools and is provided solely for academic purposes. Use of explicit or profane language is expressly prohibited. The district maintains the right to immediately withdraw access to the account if there is reason to believe violations of law or board policies have occurred. In such cases, the alleged violation will be referred to the building principal for investigation. Google may also restrict access to its product in accordance with its user policies.

Personal Electronic Devices

Devices will be provided to students when the educational program requires the use of technology. Students who choose to bring a personal electronic device (cell phone, iPod, e-reader, watch, air pods, etc.) to school do so at their own risk and are subject to building-wide expectations. Ankeny Community Schools is not responsible for lost, damaged, or stolen items. The use of any electronic devices by students is also subject to Board Policy 605.70.

Restricted Material

The District expects students to appropriately use technology-based tools and information resources. These resources include district-provided computers, productivity software tools, instructional software, networks, electronic media and telecommunications tools, such as access to internet resources. These district-provided resources and tools are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the District's educational mission and policies, as well as state and federal laws and regulations.

- Photographs, audio recordings and video recordings of the student
- Date of attendance at the school district (general periods of time during which an individual attended or was enrolled in an educational agency or institution)
- Student work

Any information not designated by the district as directory information will be considered an educational record under FERPA and may not be released to the public without parental or eligible student consent.

Two federal laws require local school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed to the military recruiters without their prior written consent.

- If you do not want the district to disclose directory information from your child's education records without your prior written consent during the 2020-21 school year, you must notify the district in writing by August 17, 2020.
- The district may share information contained in a student's record with officials of the juvenile justice system if such information will assist in their ability to serve the student.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

If your parents have no objections - If there are no objections to use of your information as defined above, no further action is necessary and you do not need to fill out the opt-out form.

If your parents object - If your parents object to use of information as defined above and you do not want directory information included in class lists, yearbooks, school programs, brochures, athletic programs, newspaper articles, and other publications such as noted above, please fill out the opt-out form. The form should be returned to school no later than August 17, 2020 for the 2020-21 school year.



Access to District networks and electronic information resources is a privilege and not a right and will be provided for the student as is appropriate. Additional guidelines for appropriate student use of technology resources are found in Board Policy 605.70.

Technology Fines

As with any district property issued to students, Iowa law allows the district to obtain reimbursement from or on behalf of students for any damage to, loss of, or failure to return school property. For 2020-2021, fines will be assessed at the discretion of building administration at the rate of \$25 per repair incident. Fines will not be assessed for manufacturer defaults or incidental damage resulting from normal wear and tear (i.e., minor cosmetic marks). The fine schedule will be updated on an annual basis.

Students must immediately report any damage to or loss of student technology devices to the district. Failure to do so may result in delayed repairs or increased fines. Under no circumstances should a student attempt to repair a damaged device or pay for the device to be repaired by an agency other than Ankeny Schools. If you have any questions or concerns regarding technology fines, please contact the building administrator.

Unauthorized Costs

If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs associated with technology use, the student accessing such a service will be responsible for those costs. Students who access restricted items on the Internet are subject to disciplinary action.

Use of District Technology

Technology can support students and staff to grow as creators, contributors, and empowered, connected learners so each person is prepared to achieve a lifetime of personal success. Expectations of respect, responsibility, and safety apply to all students when using technology.

Staff may establish additional expectations for the use of technology to meet instructional objectives; students are required to follow the protocols outlined by their teachers. Technology should never be used in a manner that disrupts the educational environment and is strictly forbidden in restrooms and locker room areas. At all times, students are subject to Board Policy 605.70.

Use of the Network

Individual student e-mail accounts will be issued to students. It is the student’s responsibility to protect their account information. Our intent is to protect the rights of students and parents who choose not to risk exposure to questionable material.

The use of the network is a privilege and may be restricted or taken away for violation of Board policy or regulations. It is the user’s responsibility to abide by the policies and procedures of any accessed network or site.

Students will adhere to appropriate online behavior at all times including respect for all copyright and license agreements and citation of all references and sources. Students are also expected to apply the same privacy, ethical, and educational considerations utilized in other forms of communication.

ANNUAL NOTICES

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Competent Private Instruction/Dual-Enrollment Students

Parents of children who are of compulsory education age (six years of age by September 15 and younger than sixteen years of age) may choose to provide private instruction outside of the public school setting. Instruction can be provided by a non-licensed person or by a licensed practitioner. Parents may also request dual enrollment with the district. This permits participation in a limited number of classes, special education or extra-curricular activities. Home school students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Information pertaining to private instruction and dual enrollment can be obtained by contacting the District Office (965-9600).

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids schools employees from using corporal punishment against any student. An employee’s physical contact with a student is not considered corporal punishment if that contact “is reasonable and necessary under the circumstances and is not designed or intended to cause pain or if the employee uses reasonable force” to do things such as protect people or property. (Iowa Code 280.21, Iowa Administrative Code Chapter 103). Employees are provided annual training on this law. See Board Policy 503.05 for more information.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.educateiowa.gov.

Equal Educational Opportunity

The Ankeny Community School District does not discriminate in its education programs and/or educational activities on the basis of race, color, sex, national origin, creed, sexual orientation, gender identity, age, religion, marital status, socioeconomic status, or abilities/disabilities in its educational programs, activities, or employment policies as required by Title VI and Title XIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendment, Federal Rehabilitation Act of 1973, and the Iowa Code Section 216.9.

Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district. The Equity Coordinator is Kenneth Morris, Jr., Equity Director, 306 SW School Street, Ankeny, IA 50023, (515) 965-9600 or kenneth.morris@ankenyschools.org.

Inquiries may also be directed in writing to the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA, 50319-0201, (515) 281-4121, or the U.S. Department of Education, Office for Civil Rights, Chicago Office, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604, (312) 730-1560.

Fees

Iowa code authorizes school districts to collect a rental fee for textbooks, including electronic textbooks, and supplementary instructional materials that convey information to the student or otherwise contribute to the learning process.

The following fees are required to be paid in full when registering:

- Grades K-5 Textbook Rental Fee \$50.00
- Grades 6 – 12 Textbook Rental Fee \$75.00
- Replacement Lock Fee \$8.00

The following charges or fines may be collected from students during the year but are not required when registering for school:

- Driver Education \$370.00
- Instrument Rental \$50.00
- Vehicle Registration (yearly) \$10.00
- Replacement Vehicle sticker \$1.00
- Parking Violation #1 \$10.00
- Parking Violation #2 \$15.00
- Parking Violation #3 \$20.00
- Replacement School ID \$5.00
- Replacement Lock Fee \$8.00

Nutrition Services Fees:

- Breakfast K-5 \$1.85
- Breakfast 6-12 \$2.00
- Lunch K-5 \$2.85

- Lunch 6-7 \$2.90
- Lunch 8-12 \$2.95
- Extra Milk \$0.50
- Extra Entrée \$2.50
- Second Lunch \$3.85

Students whose families meet the income guidelines for free and reduced price lunch, for the Family Investment Program (FIP), and/or for transportation assistance under open enrollment, and students who are in foster care are eligible to have student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees and/or a temporary waiver of lunch fees. Parents or students who believe they may qualify for temporary financial hardship assistance should contact the building secretary for a waiver form. This form must be completed annually. A waiver of confidentiality form must also be on file before fees can be fully or partially waived.

If a student moves during the school year, a refund of any fees will be made on a prorated basis. The refund policy is posted on the Ankeny Schools website.

Fee statements will be generated at least three times per school year; families with outstanding fees and fines will be sent their fee statements. The district may choose to use a collection agency for any outstanding fees, fines, and/or negative lunch balances. For more information, see Board Policy 503.03.

Free and Reduced Meals and Programs

If your total household income is within the limits set by the federal government, you may be eligible for either free or reduced-price school meals. If you qualify for free or reduced-price meals, you may also be eligible for food assistance benefits from the State of Iowa, Department of Human Services (DHS).

A new eligibility application must be completed and submitted each school year.

Free and reduced price meal eligibility applications for each new school year will become available in late July. You can apply for eligibility through the online application or by filling out a paper application online. An application for free and reduced meals can also be found at the district website: www.ankenyschools.org. Applications are also available at orientation, from building secretaries, and/or at the central office. If you have questions about free and reduced meals or the application process, please contact the Nutrition Services Assistant at (515) 289-4964.

For information about state food assistance benefits, contact 1-877-937-3663, or apply online at www.dhs.iowa.gov/food-assistance

Homeless Students

In accordance with 281 IAC Chapter 33, the Ankeny Community School District is required to give written notice to homeless children and families if the district is going to deny access to their educational programs. Homeless children and families may obtain free legal services by contacting:

Iowa Legal Aid

1111 9th Street – Suite 230

Des Moines, Iowa 50314

515-243-1193

Chapter 33 of the Iowa Administrative Code defines “homeless child or youth” as a child or youth from the age of 3 through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; or is abandoned in a hospital;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

Legal Status of Student

If a student’s legal status, such as the student’s name or the student’s custodial arrangement, changes during the school year, the parent must notify the school district. Please contact the district registrar to ensure that the school district has a current student record.

Open Enrollment

Iowa’s open enrollment law allows students residing in one school district to request transfer to another school district upon the parents’ request. Students entering 1st through 12th grade who wish to open enroll in another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they hope to open enroll unless there is good cause for delay. Students entering kindergarten who wish to open enroll in another school district must apply for open enrollment by September 1 of the school year in which they hope to open enroll unless there is good cause for delay.

Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students. Students interested in open enrolling out of the school district must contact the registrar’s office for information and forms.

Under Iowa law, within 30 days of a denial of an open enrollment request, the parent may file an appeal with the State Board of Education only if the open enrollment request was based on repeated acts of harassment or a serious health condition of the pupil that the district cannot adequately address. All other denials must be appealed to the Polk County District Court.

For more information, please see Board Policies 501.31 and 501.32. Please contact Kristy Hansen at (515) 965-9600 with open enrollment questions.

Protection of Pupil Rights Amendment

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and

use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for the exclusive purpose of marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Ankeny Community School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Ankeny

Community School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Ankeny Community School District will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

School Board Meetings

The Ankeny Community School District’s Board of Directors are elected at large for four-year voluntary terms. The Board of Education follows a governance model. In this process, the Board gives direction to the school district as to their priorities and goals and the administration then develops the best procedures and practices to fulfill those goals.

The Board invites you to attend its meetings. They normally meet on the first and third Monday of the month. The meetings are open to the public and held in the Board Room at 306 SW School Street. For a complete list of school board meeting dates, please visit our website at www.ankenyschools.org.

Board meetings follow an agenda prepared by the superintendent. If you have an item of concern you would like placed on the agenda, call the Superintendent’s office at 965-9600 before noon the Friday prior to the board meeting. Under Iowa’s Open Meeting Law, items cannot be added to the agenda within 24 hours of a meeting. Additions to the agenda are at the discretion of the Board. Action may not be taken on items not on the agenda. For more information, please refer to Board Policy 213.00.

School Improvement Advisory Council

Cooperation and communication among staff members, students, and community is a goal of the Ankeny Schools. For this purpose, the district has a School Improvement Advisory Council (SIAC) that is appointed by the Board of Education. SIAC is an advisory group that provides parents, community members, staff members, and students an opportunity to provide input on educational

needs and district goals. The word “advisory” is definitive; that is, SIAC makes recommendations but does not have decision-making authority.

At the end of each school year, each attendance center will give parents of the students attending school at that attendance center an opportunity to apply to serve on SIAC in the coming year. All SIAC members will serve at least one - but not more than three - school years on the committee.

Section 504 - Notice of Rights

Ankeny Community School District does not discriminate in admission or access to or treatment or employment in its programs and activities. Section 504 of the 1973 Rehabilitation Act is a non-discrimination statute barring discrimination on the basis of disability. It is the policy of the district not to discriminate on the basis of disability in its educational programs, activities, or employment policies as required by the Act. The 1973 Rehabilitation Act requires the district to locate, evaluate, and determine if the student is a qualified individual requiring accommodation necessary to provide access to educational programs.

Parents are entitled to have the opportunity to review relevant educational records under the Family Education Rights and Privacy Act (FERPA). The requirements are described in the Board of Education Policy Manual that is available at the Central Administrative Office or on the district’s website: www.ankenyschools.org. Parents disagreeing with the decisions reached by district personnel regarding necessary accommodations for access to the educational program may request a hearing before an impartial hearing officer by notifying the district’s ADA/Section 504 Coordinator. The parent/guardian is entitled to participate in the hearing and to be represented by counsel.

The district’s designated ADA/Section 504 Coordinator is Nancy Lehman, Director of Special Programs, 306 SW School St., Ankeny, IA 50023 (515) 965-9600.

Student Complaints

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student’s teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 10 calendar days of the employee’s decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent/designee within 10 calendar days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent/designee, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Student Media Interviews

During the course of the school year, students may be interviewed from time to time by newspaper, television, radio or other reporters in regard to projects, activities and other school events.

This is considered a part of the district's directory information consent policy, along with photos, video, and other media. If you object to your student being interviewed in this manner, please read and fill-out the district's directory information opt-out form. To obtain a copy of this form, please contact your school's main office.

Title IX

The Ankeny Community School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies and serves as the district's Title IX Coordinator: Kenneth Morris, Jr., Director of Equity, 306 SW School St., Ankeny, IA 50023; 515-965-9600, kenneth.morris@ankenyschools.org. For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

In accordance with Title IX of the Education Amendments Act of 1972, the Ankeny Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the target of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title Coordinator, Kenneth Morris, Jr., Director of Equity, 306 SW School St., Ankeny, IA 50023; 515-965-9600, kenneth.morris@ankenyschools.org

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

Trademarks

The Ankeny Hawk, Ankeny Centennial Jaguar and Ankeny "A" logo are trademarked logo/mascots of the Ankeny Community School District. All graphical representations of these mascots are owned by Ankeny Community School District. Use is reserved for school-related purposes. Use of these logos for the

purpose of personal profit requires licensing for use through the school district. Use of the Hawk, Jaguar or "A" in other web sites, print materials, and message boards without the express written permission of the Ankeny Community School District is prohibited. Failure to obtain this permission could and can result in offending person(s) being reported for infringement, and possible lawsuit. For more information regarding appropriate use of school logos, see Board Policy 1004.20. When questions arise regarding the use of district logos, please direct them to the communications department at 515-965-9600.

Transportation: Buses and School Vehicles

For purposes of this handbook, the term "vehicle" applies to all school buses, vans, and other passenger vehicles used by the district to transport students and/or staff, whether on a regularly scheduled transportation route or to and from a school activity/event.

The safety of every student and driver on our school vehicles is of great concern to the district. Every precaution and care is taken to see that students arrive at their destination safely. This requires the cooperation of parents, students, bus drivers, and administrators.

Due to the limited number of seats on school buses and the school district's liability, only students eligible for bus transportation will be allowed to ride district bus routes. It is the belief of the district that the safety and welfare of students eligible to ride buses should not be compromised in order to accommodate students who are not eligible for transportation. As a result, bus students will be required to make other arrangements for friends, relatives, or other persons who, in the past, may have occasionally been permitted to ride on district bus routes when space was available.

For students who do not meet the distance requirements for district-provided transportation between their home and school, the district offers a pay-to-ride program.

Bus Routes and Activity Trips

The Ankeny Community School District is committed to



transportation safety. Distractions that divert the attention of the driver away from the safe operation of the vehicle can endanger the safety of other students and the driver and must be avoided. For purposes of these rules and regulations, the term "vehicle" applies to all school buses, vans, and other passenger vehicles used by the district to transport students and/or staff, whether on a regularly scheduled transportation route or to and from a school

activity/event.

Listed below are the district's rules and safety tips, which apply to all district vehicles and to vehicles contracted to transport students to and from school. Common classroom guidelines should be observed on the bus.

1. The driver is in charge of the bus and the vehicle. Bus riders are expected to follow directions from the driver.
2. Bus riders shall be at the designated loading point five minutes before the bus arrival time. It is unlawful to wait for a student who is not at the designated loading point on time.
3. Bus riders shall wait until the bus comes to a complete stop before attempting to enter or exit the bus.
4. Bus riders must not extend arms or heads out of the bus windows at any time. All body parts must stay inside the bus.
5. Aisles must be kept cleared at all times, and when students enter or exit the bus.
6. All bus riders shall be received and discharged through the right front door. The emergency door is for emergencies only.
7. The driver may assign a bus rider a seat.
8. Bus riders must remain in their seats at all times.
9. Bus riders are expected to follow the driver's directions.
10. A three foot classroom voice shall be observed.
11. Bus riders are not to eat or drink on route buses.
12. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus.
13. Bus riders shall keep feet off the seats.
14. Bus riders shall refrain from crowding or pushing.
15. The use or possession of alcohol, tobacco, or illicit drugs is prohibited on the bus.
16. Bus riders will use appropriate language and behavior at all times.
17. K-12 bus riders must show their bus pass on a daily basis. Students in grades 6-12 who have failed to do so on their third offense will receive communication from administration to discuss next steps in the process.
18. Once students board the bus, they must remain on the bus. Parents must verify with administration at the child's attendance center if an emergency occurs and, as a result, they want their child removed off the bus prior to the child's scheduled destination.
19. Once the bus rider boards the bus the only place s/he can exit the bus is at the designated drop off point.
20. Bus riders may use electronic devices while on the bus so long as they do not disturb the safety, order, and rights of others.
21. Bus riders will refrain from bullying and harassment.
22. Bus riders will display safe and orderly behavior at all times.
23. Bus riders will follow all School Board policies.
24. Students are only allowed to bring items on the bus that are small enough to be placed under the seat in front of them (less than 1 yard long, 1 foot wide and 10 inches high). Prohibited items include, but are not limited to: certain band instruments, golf clubs and large sporting equipment, certain large school projects. Please contact Durham Transportation

at 965-9615 for more information.

25. Students must ride their designated bus route to and from school. Parents may not request that their children ride alternate bus routes.
26. No pets are allowed on the school buses.

Disciplinary Procedures Related to Transportation

All students are expected to follow the instructions of the vehicle driver. Riding the bus and/or a school vehicle is an extension of the classroom. Failure to follow instructions or obey rules set by the driver and/or the district will result in the following:

- First Violation: The bus driver will discuss the infraction with the student and write an Incident Report for the building administrator. The building administrator will meet with the student to discuss appropriate bus behavior. The administrator may assign detention or suspension from the bus depending on the severity of the infraction. The student's parents and the Transportation Department will receive notice of the action taken at this meeting as well as a copy of the Incident Report. The students and parents will receive notice of the possible consequences of another bus infraction.
- Second Violation: The bus driver will write an Incident Report about the infraction for the building administrator, and the administrator will meet with the student. The parent(s) and the Transportation Department will be advised that the student is suspended from riding the bus for three days. The student and parents will receive notice of the possible consequences of another bus infraction.
- Third Violation: The student will lose bus privileges for a minimum of ten (10) days for a third violation of bus rules. A meeting will be set by a building administrator that includes the student, parent(s), building administrator, bus driver, Transportation Department, and Chief Officer of Operations or designee. At this conference, the previous circumstances that led to this suspension will be discussed. If the group agrees on a suitable plan to help the student maintain bus privileges, the student will be allowed to resume riding the bus after the suspension. The student and parents will receive notice of the possible consequences of another bus infraction.
- Fourth Violation: Upon notification that the student has violated bus rules for a fourth time, the building administrator will inform the student and the parent(s) that the student has lost bus privileges for a minimum of 45 days. This may carry into the next semester.
- Temporary or permanent removal of transportation privileges may result at any time that the building administrator, Transportation Department, and/or the Director of Maintenance & Operation Systems determines that the seriousness of any violation of bus rules threatens the safety and/or well-being of anyone on or off the bus. In such cases the procedures outlined above for the third violation will be followed.

Searching Students and Personal Property on Buses

Searches of a student's person, handbag, book bag, cell phones, etc. are permissible in situations where administration has a reasonable suspicion that a student has on their person, or inside personal items mentioned above, any illegal, unauthorized, or contraband items and that such search will produce evidence of such possession. The search of a person will be conducted in a

private setting with an administrator/adult of the same sex and a same sex witness, unless the health and safety of other persons could be endangered by delaying the search of the student and/or the student's possessions. More information can be found in Board Policy 502.15.

Use of Video/Audio Cameras or Other Recording Equipment on School Buses

The Board supports the use of video cameras as a means to monitor and maintain a safe environment for students and employees, as deemed necessary by administration. The contents of a videotape or its digital equivalent may be used as evidence in a student disciplinary proceeding. More information can be found in Board Policy 502.14.

Student Health Related to Transportation

Parents should notify the transportation manager at Durham Transportation Services of any of their children's serious medical conditions that may be important for bus drivers to know to keep their children safe while in transit. This information will be kept confidential and shared only with school personnel and transportation personnel as needed. To provide this notice, parents should complete the Emergency Medical Information for Bus Drivers form on the district website and return it to their children's school or fax it to Durham Transportation Services at (515) 965-2602.

Students should not eat or drink on school buses, as this poses a risk of choking and potentially endangers students with food allergies.

If a student requires medical treatment while on a bus, the driver will contact emergency medical services.

Transportation for Students with Special Needs

All students riding Ankeny school buses follow the same rules. According to the Individuals with Disabilities Education Act (IDEA) there should be no discrimination against individuals with special needs in regard to making decisions or rules that vary from any and all other students, or that would impede them from receiving a FAPE (free appropriate public education). The district adheres to this concept and expects students with special needs to follow the rules and regulations related to transportation outlined in this handbook.

Some students with special needs receive additional, customized transportation assistance. The following expectations apply to those situations:

- **Change in Pick Up and/or Drop Off Location:** To transport all children to and from their school buildings in a timely manner, some children will have two drivers: one in the morning and another in the afternoon. If you need to change your child/children's pick up or drop off, please notify the transportation department and attendance center in writing the day before the new drop off point will be needed. This will eliminate the possibility that a student's drop off point will be missed or that the driver will attempt to deliver a student to an unsupervised home.
- **Boarding/Departure Assistance:** If your child needs assistance boarding/departing the bus, please come to the bus to assist and/or please inform any daycare provider(s) to do the same. Please wait until the bus has come to a complete stop before assisting with boarding and/or departure.
- **Drop Off:** The driver will not deliver a child to the drop off location if the driver has reason to believe no one is at

the location to meet the child (e.g. the driver does not see a parent or daycare provider at the drop off location) unless the driver has written permission from the parent to make the drop off.

- **Prompt Boarding:** Please ensure your child is fully dressed, including wearing outdoor cold weather gear, when necessary, and ready to be picked up at the appointed time. If a restroom accident happens that may impact your readiness at the time the bus arrives, please call Durham Transportation at (515) 965-9615 so you may have extra time to change your child without delaying the bus route. Please do not put your child on the bus soiled.

Guidelines for Determining School Bus Routes and Bus Stops

In accordance with state law, elementary and middle school students living more than two (2) miles and high school students living more than three (3) miles from their designated school of attendance are entitled to free transportation provided by the district. Any eligible student may be required to meet a bus on the approved route up to three-fourths (3/4) of a mile from their home without reimbursement. Bus routes are established each year to serve students who are entitled to free transportation. The district is prohibited from altering bus routes to accommodate students whose residences are nearer other established routes that could just as easily and more economically serve those students.

To the extent possible, the district tries to locate bus stops within a reasonable distance of each student's home; sometimes bus stops are grouped together to serve students who live in close proximity to each other. The district also tries to remain at each stop the minimum amount of time required to safely load/unload all students. Except when there is reduced visibility due to weather conditions, a school bus shall not stop at a designated pick-up point unless there is at least three-hundred (300) feet of unobstructed vision in each direction.

School buses are generally prohibited from leaving the public highway and entering private roadways and/or private property to receive or discharge pupils. This means most students may be loaded/unloaded with the bus resting at a complete stop on the traveled portion of the street or highway where it has the protection of its lights, warning devices, size, and state-mandated safety construction to protect students boarding and those on board, as well as the driver. Wherever possible, bus routes and bus stops are planned to minimize the need for any student to cross a street or highway to load or unload from the bus. In extreme cases where they must cross a street or highway, students shall be required to pass in front of the bus, look in both directions, and cross the street or highway only on a signal from the bus driver.

In all cases, the district must and will abide by the provisions of applicable state laws, codes, and rules/regulations of various state agencies and departments regarding the safe operation of its student transportation system. The district will continually look to these agencies and departments for assistance and guidance in improving the safety of the buses. Disputes and conflicts regarding the establishment of bus routes and/or bus stops will be handled in accordance with the provisions of the Code of Iowa.

If you have questions or concerns, please call Durham Transportation at (515) 965-9615 or (515) 965-9761.

Water Testing

The Iowa Department of Public Health requires school districts to conduct water testing for lead-containing sediments. The Ankeny Community School District has completed the required testing of all district water dispensers including faucets and fountains. All water dispensers have been identified below 20 ppb (0.020 mg/liter) as required by law. Additional information regarding specific testing results may be obtained by contacting the Director of Construction at 515-965-9600.

ELEMENTARY ADDENDUM

Elementary Administrators

Dr. Amy Dittmar, Director of Elementary Program
 Mr. Mark Moss, Ashland Ridge Elementary
 Dr. Tom Muhlenbruck, Crocker Elementary
 Mr. Andrew Burg, East Elementary
 Mr. Matt Dunsbergen, Heritage Elementary
 Ms. Laura Ryan, Northeast Elementary
 Ms. Kate Cisney, Northwest Elementary
 Mr. Ben Muller, Prairie Trail Elementary
 Ms. Johanna Cooper, Rock Creek Elementary
 Ms. Tara Owen, Southeast Elementary
 Mr. Joel Martin, Westwood Elementary

Access to Buildings

Student safety and security is a top priority. Security experts recommend limiting access to students during school hours as an important protection strategy. Therefore, Ankeny Schools locks all exterior doors during school hours and buzzes visitors into the building through a single secure point of access via a video phone doorbell system. An exception will be made from the first day of school through Labor Day so parents may walk students into the building.

Age of Students

Students must be 5 years old by September 15 of the current school year to register for kindergarten. Students must be 6 years old by September 15 of the current school year to enroll in first grade.

Animals and Pets

Student health and safety and building cleanliness are put at risk when animals accompany their owners into the school. Therefore, with the exception of service animals and curriculum-related presentations, pets - on or off-leash - are not allowed in the school and/or on school grounds. Board Policy 606.30 offers more information.

Art

Art classes are scheduled for grades K-5. Materials are furnished

by the school. Student work is displayed throughout the year.

Before and After School Program

The Ankeny Community School District offers a safe, fun, hands-on before and after school enrichment program ("Program") that follows research-based best practices for students in kindergarten through 5th grade. The Program is funded through participating parent-paid fees. Space and enrollment is limited.

The Program is designed to provide students with a variety of experiences to engage, explore, learn, create, and play while increasing exposure to a variety of topics; connecting learning to the school day and real-world experiences; increasing character development; and building life skills through educational, recreational, and enrichment activities.

The Program follows a daily activity schedule that includes structured learning experiences called enrichment labs. Enrichment labs are taught in student groups using fun, hands-on, disguised learning techniques. Labs may include activities such as STEM building challenges, maker space activities, creative arts, team building, recreation, technology, and character education.

All elementary schools are served by the Program. A minimum of 30 regularly enrolled after school program students are required for the Program to operate within an individual building. If a building does not meet the required minimum enrollment, students enrolled at the low enrollment school will be transported so they can attend programming at a neighboring school. In such instances, parents of registered students will be provided with as much notice as possible.

The Program is open on school days as follows:

- Before School Program - Monday, Tuesday, Thursday, Friday: 6:30 - 7:45 a.m.
- Before School Program - Wednesday: 6:30 - 8:45 a.m.
- After School Program - 2:55 - 6:00 p.m.

No-School Day Programming

Full-day, theme-based enrichment camp is offered on no-school days, including extended breaks (winter and spring break), and over the summer. Camps are open to all elementary students, regardless of regular participation in the Before and After School Program. Separate registration is required for each camp. Specific camp information, along with a full Program calendar, can be found on the Program website.

The Program is licensed by the Iowa Department of Human Services and provides a supervised environment. To provide consistency and promote a positive and safe learning environment for all students, Program employees utilize Positive Behavioral Interventions and Support expectations similar to the regular school day to provide positive guidance, redirection, and set clear limits. Students are expected to demonstrate safe, respectful, and responsible behaviors and choices while participating in the Program.

For full Program details, including registration and tuition information, inclement weather programming details, and more, visit

Birthday Celebrations

Birthdays may be celebrated with non-food items, such as pencils, erasers, stickers, and/or bookmarks. Birthday tokens are not an expectation or requirement; however, should a student elect to bring a non-food item there should be one provided for each student in the student's class. Students with summer birthdays are welcome to choose a school day to celebrate.

Building Schedule

Bell Schedule	Monday, Tuesday, Thursday, Friday	Wednesday
First Bell	7:45 a.m.	8:45 a.m.
Tardy Bell	7:55 a.m.	8:55 a.m.
Dismissal	2:55 p.m.	2:55 p.m.

Arrival Time

The safety and security of our students is of utmost priority for Ankeny Schools. Students are not allowed in school buildings or on school grounds without supervision. Supervision is provided according to the daily schedule posted below. Please be timely in dropping off and picking up your child. Parents of students who arrive before or are delayed beyond the hours in which supervision is available will be notified and asked to make appropriate arrangements.

Monday	7:30 a.m.- 3:05 p.m.
Tuesday	7:30 a.m. - 3:05 p.m.
Wednesday	8:30 a.m. - 3:05 p.m.
Thursday	7:30 a.m. - 3:05 p.m.
Friday	7:30 a.m. - 3:05 p.m.

Students are expected to meet the following expectations when on school grounds and/or when traveling to/from school before and after school the school day:

- Pay attention to traffic; give cars the right-of-way.
- Obey traffic signals and cross at designated crosswalks.
- Be respectful of self and others.
- Remain on school property once dropped off; students leaving school property after arrival will face disciplinary action.
- Clear the building by 4:00 p.m. unless participating in an after school activity.
- In inclement weather, wait inside the exit doors for the approved ride.
- Leave the bike rack area by 3:55 p.m. unless participating in an after school activity.
- Do not accept rides from strangers and be aware of surroundings.
- Report anyone who you do not know who tries to make contact with you.

Before entering school property, parents should put all electronic devices away and focus all attention on safe driving and the safety

of all students.

Wednesday Late Start School Days

Ankeny Schools begin one hour later on Wednesdays. Late starts allow time before school for teachers to train in research-based best practices, collaborate with the purpose of improved student achievement, and develop techniques that can be immediately carried to the classroom to improve student learning. To ensure students are in school during school hours, Wednesday late starts are an ideal time to address family needs such as medical and dental appointments.

Class Size

The Ankeny School Board is committed to provide lower class size at the elementary. Board Policy 501.33 states that elementary class sizes will be at or below 27 students in first through fifth grade and at or below 25 students in kindergarten. If class sizes go above these numbers appropriate classroom supports will be provided.

Cold Weather Guidelines

When the temperature and/or wind chill is at 0 degrees or below, as reported by the National Weather Service, students will not go outside for recess and safety patrol will not be on duty. If at any time the recess supervisor(s) believes it is too cold for students to be outside, s/he will bring students inside. Students are expected to have appropriate dress for weather conditions.

Deliveries to School

In order to avoid classroom disruptions, individual gifts for students such as flowers and balloons are not to be delivered to school.

Head Lice

Head lice is a concern in our schools each year. Parents should assume lice are present where children are and should screen their own children on a weekly basis. Parents should contact the school nurse for information and treatment protocol if their child(ren) contract head lice.

Ankeny Community School District follows Iowa Department of Public Health guidelines to assist in the management and control of head lice in the school setting. Students are not excluded or sent home from school if they have head lice, though treatment should be started before returning to school the next day. If there are two or more founded cases of head lice in the same classroom within two weeks, the teacher will send an email to parents of students in the class with the link to the Iowa Department of Public Health's head lice resource page.

Illness and Recess

Parents must send a note to the classroom teacher if they would like their child to stay inside during recess the day after returning to school from an illness. A doctor's note is required for the child to stay inside for more than one day.

Lead Testing (Mandatory)

Iowa law requires all children entering kindergarten to be tested for lead poisoning. Parents should contact their health care provider or the Polk County Health Department at (515) 286-3798 to schedule their child's blood level test.

Leaving School During the Day

It is suggested that parents consult the school calendar before arranging medical and dental appointments or trips. When a student is gone, s/he will be counted absent. Parents are expected to walk in and out of the building with their child(ren) and are required to sign students in and out. No student will be allowed to leave the school during the day with any adult other than a parent unless written permission is given by the parent in the manner outlined by the district.

Parent-Teacher Organization (PTO)

Each elementary has a Parent-Teacher Organization (PTO), and each building has its own PTO officers. Many parents/guardians help carry out the projects throughout the year. Parents are encouraged to become active in the PTO, as it is an important home-school link.

Meetings and projects are held according to each building's needs. PTOs wishing to raise money for the building are asked to refer to Board Policy 1004.60.

Party Invitations

To avoid hurt feelings and disruption of the school day, students should not hand out party invitations and/or thank you notes at school. The school will not give out students' addresses and/or phone numbers. Parents may check with the PTO for directory information.

Physical Education (PE)

Physical education classes are scheduled for grades K-5; students in grades 1-5 are required to participate unless they are excused by the principal of their attendance center. A student may be excused from physical education courses if:

- The student presents a written statement from a doctor stating participation could be harmful the student's health and/or
- Participation would cause a conflict with the student's religious beliefs (the additional criteria for religious exemptions in Board Policy 604.05 do not apply to religious exemptions from physical education) and/or
- The student is enrolled in academic courses not otherwise available to the student.

Students who will not participate in physical education must have a written request or statement from their parents and approval of the principal. For more information, see Board Policy 603.06.

When students are in physical education class and in the gym, tennis shoes are recommended. Other soft-soled shoes may be satisfactory if they do not leave marks on the floor. Shoes are a necessity for physical education classes.

Positive Behavior Intervention Support (PBIS)

Ankeny Schools strives to promote a positive and safe learning environment. To maintain this expectation, we have adopted PBIS in all elementary buildings. PBIS is a set of procedures that positively acknowledges students for demonstrating respectful, responsible and safe behaviors. Students are taught these expectations throughout the school year. Examples include: listening to others, following directions, accepting differences, using line and body basics, following school procedures, completing work, being prepared, taking care of self and property. Please reinforce and encourage these expectations.

Progress Reports and Conferences

Communication between school and home is a vital part of student learning. The goal at the elementary level is to have 100% participation at parent-teacher conferences. Additionally, parents will receive three written progress reports, one at the end of each grading period.

Safety Patrol

Fifth grade students may serve as patrol persons under the Safety Patrol Program of AAA; participation is voluntary. Participating students patrol school crossings adjacent to their schools and conduct select other duties. Safety patrol students must be on school property at all times unless they are supervised at adjacent crosswalks.

When the temperature and/or wind chill is at 0 degrees or below, students will not go outside for recess and safety patrol will not be on duty outside.

School Counselor

A professional school counselor is available in each elementary building to serve all students in kindergarten through 5th grade. The counselor works with students individually, in small groups, and in the classroom on a regular basis. Counselors collaborate with teachers concerning the academic and social/emotional needs of individual students in school.

The emphasis of the Ankeny Community Schools Counseling Program is on the development and application of mindsets and behaviors necessary for college and career readiness.

College and Career Readiness is the state of being fully prepared for a lifetime of personal success beyond high school, regardless of pathway after high school graduation. College and Career Ready students demonstrate critical thinking, complex communication, creativity, collaboration, flexibility and adaptability, and productivity and accountability, as defined by the Universal Constructs of the Iowa Core. Additionally, students are self-directed and demonstrate grit, the desire to persevere despite the obstacles that may stand in their way.

The counselor may be of service to parents by conferencing with them about their child's social adjustments and emotional well-being and by connecting them to outside community resources and agencies.

Supervision Hours

Students may enter the elementary building at 7:30 a.m. and be

supervised in the gym until 7:45 a.m.

Toys

Laser lights, games, toys and trading cards should not be brought to school unless teacher-approved.

Vision and Hearing Screenings

Two screenings are organized and completed annually by school nurses. Vision screenings are completed for all students in kindergarten through 5th grade. Kindergarten boys are screened for color perception. The Heartland Area Education Agency staff completes hearing screenings annually for students in preschool through 5th grade. Parents are notified only if the results of the screenings are concerning. Parents should notify the school nurse if they do not want their children to participate in the screenings.

Visitors

Parents are welcome to visit their child’s classroom at any time except during the first and last weeks of school. A call/note to the teacher at least twenty-four hours in advance of the visit is appreciated. Teachers are not able to conference with parents when class is in session.

All visitors must report to the office immediately upon their arrival to the building and present a government-issued photo ID to obtain a visitor’s badge. Parents should keep visits to thirty minutes in order to not interfere with instructional time. Lunchtime visits are encouraged, but should be limited to eating lunch. Visitors are not permitted to attend recess.

Minors and students unaccompanied by adults are not permitted to visit elementary schools.

Volunteer Protocol for Classroom Parties

Parents in the Ankeny community have a long history of volunteering and attending classroom parties and other events. This participation is appreciated and is strengthened when parents and the district cooperate to help ensure security. Parents should follow the procedure below to help make sure parties can happen smoothly and safely:

- Adults should provide advance notice if they plan to attend the party. Those who choose to come without prior notice may be asked to wait until those who have given notice are checked in.
- Adults attending the party must have an approved background check on file. This takes approximately two weeks to process, so parents should plan accordingly.
 - If the adult completed a district background check in the last five years, it is considered current. A record of these checks is available to building-office personnel.
 - To expedite the process, a parent may go directly to the Division of Criminal Investigation for a background check and provide a copy of the completed check with a raised seal to the district office for review at least one business day prior to the party date. The district cannot guarantee that it will be able to process background checks provided in this manner.

- Siblings of the student whose party is being attended are not required to complete a background check if they are not yet of school age or if they are current students. These individuals must be accompanied by a parent if they attend the party.
- On the day of the party, adults must bring a government-issued photo ID to the school’s office so a RAPTOR check can be completed.

Food may be served at seasonal parties. Parents may purchase food through Ankeny Schools’ Nutrition Services. Bottled water may be purchased externally.

6-7 MIDDLE SCHOOL ADDENDUM

6-7 Middle School Administrators

Mr. Jeff Schumacher, Principal, Parkview Middle School
 Mr. Ben Huebsch, Associate Principal, Parkview Middle School
 Ms. Emily Rash, Assistant Principal, Parkview Middle School
 Mr. Jim Wichman, Principal, Prairie Ridge Middle School
 Ms. Andrea Bruns, Associate Principal, Prairie Ridge Middle School
 Ms. Kathleen Steffen, Assistant Principal, Prairie Ridge Middle School

Academic and Behavior Progress Reports

The Ankeny Secondary Schools use a paperless system to report on student progress. Parents have access to their student’s progress reports and reports cards through the Infinite Campus Parent Portal; however, the practice of printing hard copies of semester report cards will be discontinued.

Parents may print a progress report via the Parent Portal. Directions for printing can be found in Infinite Campus. Parents who are unable to access the Parent Portal may fill out the Request Assistance form in Infinite Campus for support. Additionally, if they are unable to print a progress report, they may call the office at their child’s school building to obtain a copy.

Parents are encouraged to contact their student’s teachers at any time during the year for an update on their academic and behavior progress.

Generally, students who receive an incomplete in a class must complete the class work within two weeks following the end of the semester. Extensions may be granted by the teacher with the principal’s permission. Failure to resolve an incomplete may result in loss of credit.

Before/After School Expectations

The safety and security of our students is of utmost priority for Ankeny Schools. Students are not allowed in school buildings or on school grounds without supervision. Supervision is provided according to the daily schedule. Please be timely in dropping off and picking up your child. Parents of students who arrive before or are delayed beyond the hours in which supervision is available

will be notified and asked to make appropriate arrangements.

Students are expected to meet the following expectations when on school grounds and/or when traveling to/from school before and after school the school day:

- Pay attention to traffic; give cars the right-of-way.
- Obey traffic signals and cross at designated crosswalks.
- Be respectful of self and others.
- Remain on school property once dropped off; students leaving school property after arrival will face disciplinary action.
- Clear the building by 4:00 p.m. unless participating in an after school activity.
- In inclement weather, wait inside the exit doors for the approved ride.
- Leave the bike rack area by 3:55 p.m. unless participating in an after school activity.
- Do not accept rides from strangers and be aware of surroundings.
- Report anyone who you do not know who tries to make contact with you.

Before entering school property, parents should put all electronic devices away and focus all attention on safe driving and the safety of all students.

Curriculum Offerings

6th Grade	7th Grade
Literacy	Literacy
Mathematics	Pre-Algebra
Science	Science
World Regions & Cultures	Contemporary Global Studies
Physical Education	Physical Education
Health	Health
Encore (9 weeks)	Encore (9 weeks)
Family & Consumer Science	Exploring Technology
Art	Art
French	French
Spanish	Spanish
Electives	Electives
Band	Band
Chorus	Chorus

Daily Schedule

Monday, Tuesday, Thursday, & Friday		Wednesday	
Period 1	8:30-9:15	Period 1	9:30-10:10
Period 2	9:18-10:03	Period 2	10:13-10:53
Period 3	10:06-10:51	Period 3	10:56-11:36

Monday, Tuesday, Thursday, & Friday		Wednesday	
6th Lunch	Lunch 1 (10:51-11:21)	6th Lunch	Lunch 1 (11:36-12:06)
	Period 4 (11:24-12:09)		Period 4 (12:09-12:49)
	Period 5 (12:12-12:57)		Period 5 (12:52-1:32)
6th/7th Lunch	Period 4 (10:54-11:39)	6th/7th Lunch	Period 4 (11:39-12:19)
	Lunch 2 (11:39-12:09)		Lunch 2 (12:19-12:49)
	Period 5 (12:12-12:57)		Period 5 (12:52-1:32)
7th Lunch	Period 4 (10:54-11:39)	7th Lunch	Period 4 (11:39-12:19)
	Period 5 (11:42-12:27)		Period 5 (12:22-1:02)
	Lunch 3 (12:27-12:57)		Lunch 3 (1:02-1:32)
Period 6	1:00-1:45	Period 6	1:35-2:15
Period 7	1:48-2:33	Period 7	2:18-2:58
Period 8	2:36-3:21	Period 8	3:01-3:45
Advisory	3:24-3:45		

Elevator

Students with special needs and/or medical reasons for not using the stairs, may use the elevator. They should adhere to the following expectations:

1. Students should get a pass to use the elevator from the school nurse or office personnel.
2. Only designated students may ride along to assist with school books and supplies.
3. The elevator may only be used for a school related purpose.

Lunch

Students are expected to demonstrate responsible and respectful behavior by cleaning up after themselves and not eating food that is distracting to the learning environment. It is important to model good eating habits and manners in the lunch area.

Parents may take their child(ren) out for lunch during the child(ren’s) specific lunch period if they sign your student out in the school office first. Parents are asked to be considerate of the time scheduled for lunch.

Mid-Day Departures

Students will not be allowed to leave during the day until school administration has confirmed with the student’s parent that the departure is authorized. Students who leave the building during the day without approval will be considered unexcused. Students leaving during the day must sign out in the school office prior to departure.

Physical Education (P.E.)

Students are required to participate in physical education unless they are excused by the principal of their attendance center. A student may be excused from physical education if:

- The student presents a written statement from a doctor stating participation could be harmful to the student's health and/or
- Participation would cause a conflict with the student's religious beliefs (the additional criteria for religious exemptions in Board Policy 604.05 do not apply to religious exemptions from physical education) and/or
- The student is enrolled in academic courses not otherwise available to the student.

Students who will not participate in physical education must have a written request or statement from their parents and approval of the principal. For more information, see Board Policy 603.06.

Other than the above, if unusual situations arise that might prevent a student from participating in physical education, the parent should call the student's physical education instructor before 8:05 a.m. to discuss the situation. Adaptive programs, such as biking, jogging, rowing, and walking may be provided, when appropriate, for students with minor injuries/illnesses or isolated problems. Students with medical excuses that prevent their participation in physical education classes for three weeks or more will be assigned to a study period for the duration of their medical limitation.

All students are required to wear a school-approved physical education attire during physical education classes. This includes dark-colored shorts and a gray T-shirt. For your convenience, shorts and shirts with the Ankeny Physical Education logo are sold at local retailers. Students must wear tennis shoes when in the gyms.

Student Phone

A phone is available in the office for student use before and after school or during the lunch period. If a student brings a cell phone to school then the appropriate building/class guidelines must be followed. During the school day, cell phones and other personal electronic devices should remain in student lockers; use of cell phones in locker rooms and/or bathrooms is strictly prohibited.

Supervision Hours

Students may only be present on school grounds one hour before the school day begins and 15 minutes after the school day ends when they are under the supervision of an employee or an extracurricular activity sponsor.

Telephone Messages

Parents may call the school office if a situation arises when it is critical for them to reach their child(ren). Parents are encouraged to be thoughtful about making these calls, as they may be disruptive to the learning environment.

If parents call the school, office staff will take a message and forward it to the student when the student is available. Students will only be removed from class or a school activity to receive a telephone call in an emergency.

Visitors/Guests

All visitors must report to the main office immediately upon arrival to the building. Visitors must present a government-issued photo ID upon arrival. Visits should be no longer than 30-minutes so as to avoid interfering with instructional time.

A parent who wishes to visit their child's classroom must make prior arrangements through building administration.

A student must have advanced permission from the building administration to bring a guest to school or social activities. Visitors and student guests are not allowed to attend middle school classes. Due to space, the lunch period is limited to middle school students.

8-9 MIDDLE SCHOOL ADDENDUM

8-9 Middle School Administrators

Mr. Dan Meyer, Principal, Southview Middle School
 Mr. Chris Novak, Associate Principal, Southview Middle School
 Ms. Nikki Heidemann, Assistant Principal, Southview Middle School
 Mr. Jay Slight, Principal, Northview Middle School
 Mr. Cameron Wendt, Associate Principal, Northview Middle School
 Mr. Caleb Hales, Assistant Principal, Northview Middle School

Academic and Behavior Progress Reports

The Ankeny Secondary Schools use a paperless system to report on student progress. Parents have access to their student's progress reports and reports cards through the Infinite Campus Parent Portal; however, the practice of printing hard copies of semester report cards will be discontinued.

Parents may print a progress report via the Parent Portal. Directions for printing can be found in Infinite Campus. Parents who are unable to access the Parent Portal may fill out the Request Assistance form in Infinite Campus for support. Additionally, if they are unable to print a progress report, they may call the office at their child's school building to obtain a copy.

Parents are encouraged to contact their student's teachers at any time during the year for an update on their academic and behavior progress.

Generally, students who receive an incomplete in a class must complete the class work within two weeks following the end of the semester. Extensions may be granted by the teacher with the principal's permission. Failure to resolve an incomplete may result in loss of credit.

Backpacks

Student backpacks should remain in lockers throughout the school day.

Changes in Class Schedule

Any changes made to a student's schedule after the first week of the semester must be initiated by the teacher counselor or building administrator. The teacher and school counselor's permission are necessary to add or drop a class.

Schedules will NOT be changed for the following reasons:

- Preference for a different teacher
- Preference for a different period or semester
- Preference to be with friends in class

According to the Senior Year Plus Legislation, any student enrolled in a concurrent credit course (both high school and college credit) may not drop the college credit and remain in the high school course. Therefore, if the course is dropped the student will receive a 'W' on the high school transcript and a 'W' or an 'F' on the college transcript, depending on college drop dates.

Daily Schedule

Student safety is a top priority in the Ankeny Schools. On Monday, Tuesday, Thursday and Friday, supervision for students is provided from 7:45 a.m. to 8:20 a.m. in the cafeterias and gymnasiums of the 8-9 buildings. On Wednesdays, supervision is provided from 8:30 a.m. to 9:20 a.m. Students are expected to leave school grounds within 15 minutes of dismissal.

Students are not to be on school grounds before 7:45 a.m. or after 4:00 p.m. unless they are under the supervision of an employee or official activity sponsor. Parents will be called if students are on campus unsupervised.

Northview and Southview operate on a two-day cycle. The first day of school is an "A" Day and the second day of school is a "B" Day. This rotation continues throughout the school year. If school should happen to be canceled for any reason, the A/B cycle will continue as planned. The day that is skipped will be made up at the end of the year.

Driving and Parking

Parking on school grounds is a privilege for students. Students are required to register their vehicle in their school building's main office at the beginning of each school year or when they obtain a motor vehicle. Students who wish to park on campus are required to purchase a parking permit and may only park in the designated student parking areas.

Students are charged \$10.00 per year in order for a permit to park on campus; a replacement permit costs \$1.00. Permits may not be sold or transferred. Purchase of a parking sticker permit does not guarantee a daily parking spot. The school will attempt to sell only as many parking stickers as parking spaces are available.

Parking on the grass, on sidewalks, in drives, fire lanes and other spaces not designated for parking and/or parking in a handicapped space without a handicapped permit issued to the student is prohibited. Violation of this policy may result in towing at the owner's expense.

Students must receive permission from school administration to go to their vehicle during the school day.

Administration reserves the right to revoke parking privileges for any student who fails to comply with building and/or district procedures.

Students who park on campus without a registration sticker or who park in non-designated parking areas will be subject to a parking fine:

First Violation	\$10
Second Violation	\$15
Third and Subsequent Violations	\$20

Violations may result in towing the vehicle at the owner's expense.

Students who have outstanding parking fines may have privileges withheld for failure to pay these fines. This could include, but is not limited to, the loss of open campus or school dance attendance privileges, restrictions on extracurricular activities, and/or prohibition from participation in commencement exercises.

Students may inquire with building administration about the opportunity to do community service to remain in good standing for commencement exercises. However, completion of community service does not discharge the debt. When necessary, the district may utilize a collection agency to recover unpaid fines.

Food and Beverage

Students are expected to demonstrate responsible and respectful behavior by cleaning up after themselves and not eating food that is distracting to the learning environment. Parents are welcome to take their child(ren) out for lunch during their designated lunch periods, but should be mindful of the time scheduled for lunch. Parents taking students out for lunch must sign those students out in the school office before leaving.

Grade Advancement

In ninth grade, one credit is earned for a passing semester grade of most courses used in calculating the grade-point average (GPA); students must earn a total of 48 credits to graduate from high school. Students will transfer all earned credits and their GPA to high school.

The student must earn at least eight credits in the four required courses for ninth grade: mathematics, science, social studies and language arts. The student must pass both semesters in each of the four required courses.

School counselors and principals will make recommendations for course or grade-level retention for ninth grade students. Ninth grade students in danger of grade-level or course retention will be given the opportunity to complete computer-assisted or summer courses to meet the minimum of eight credits.

Hall Passes

Anytime a student is in the hallway of the school building, other than during passing periods between classes, they should have a hall pass stating their destination and from what class they are being excused. It is the student's responsibility to ask for a hall pass. Students in the corridors, restrooms and other areas without a hall pass may be assigned consequences.

Physical Education (P.E.)

Physical education is a required course for graduation, and students are required to participate unless they are excused by the principal of their attendance center. A student may be excused

from physical education if:

- The student presents a written statement from a doctor stating participation could be harmful the student’s health (for short- and/or long-term medical situations) and/or
- Participation would cause a conflict with the student’s religious beliefs (the additional criteria for religious exemptions in Board Policy 604.05 do not apply to religious exemptions from physical education) and/or
- The student is enrolled in academic courses not otherwise available to the student.

Students who will not participate in physical education must have a written request or statement from their parents and approval of the principal. Students who are not exempt from participation will receive a letter grade. Failure to participate without an exemption will result in a failing physical education grade. For more information, see Board Policy 603.06.

All students are required to wear a school-approved physical education attire during physical education classes. This includes dark-colored shorts and a gray T-shirt. For your convenience, shorts and shirts with the Ankeny Physical Education logo are sold at local retailers. Students must wear tennis shoes when in the gyms.

Combination padlocks will be issued to all students for use on their physical education lockers. Students are expected to use these padlocks to lock their physical education lockers at all times they are not actively putting items in or taking items out of the lockers. Students who have been issued a padlock are expected to return it at the end of the school year, properly tagged with serial number, combination and locker number. The student will be charged for a padlock that is not returned in usable condition.. There is not a reasonable expectation of privacy. (See Lockers Section of the handbook.)

Postsecondary Enrollment Options

Post-secondary college courses are available for ninth grade talented and gifted (AELP) students under the provisions of the PSEO Act (Chapter 261C, Iowa Code) These can be taken at any qualifying post-secondary institution. Students who are interested in this program must have the approval of their counselor prior to enrollment.

School Counseling

The Ankeny School counseling curriculum is dedicated to promoting academic achievement, career exploration, and personal/social success for all students. In 8th -12th grade, emphasis emphasis is given - but not limited to - the following areas:

- Interpersonal relationships
- Self-awareness
- Goal setting
- Decision making
- College and career readiness
- Transitions

Students should feel free to discuss any problem with their counselor. Although they may not be able to answer all questions, they can help each student think through the problem. Parents

are urged to contact counselors for assistance or discussion of problems and special services.

Student Academic Recognition

To earn a Ankeny diploma students must successfully complete the required core courses listed below:

Language Arts	8 credits
Math	6 credits <i>(credits must be sequential and minimally include Algebra II)</i>
Science	6 credits
Social Studies	8 credits
Health	1 credit
Physical Education	Must enroll & pass P.E. each semester
Electives (from any category)	15 credits
TOTAL	48 credits

To earn an Honors Distinction on the high school diploma, students must complete all Ankeny graduation requirements, earn a weighted GPA of at least 3.67 after seven semesters, and accumulate at least 12 on the point system below:

Weighted Grade Point Average (WGPA) greater than or equal to 4.0	4 points
Completions of 4 sequential years of math from the following: Algebra I, Geometry, Algebra II, Trigonometry, & Pre-Calculus, AP Statistics, AP Calculus BC	2 points
Completion of 4 years modern language (as indicated by completion of Chinese IV, French IV or Spanish IV)	2 points
Completion of 4 years science from the following: Earth and Space Science, Biology, Chemistry, Physics, AP Biology, AP Chemistry, AP Physics, AP Environmental Science	2 points
Completion of Advanced Placement (AP) course as indicated by completion of AP exam.	1 point per class completed <i>(maximum points available = 13)</i>

- Honor Roll – Awarded to students who earn a GPA of at least 3.0.
- President’s Education Awards – Awarded to students who earn a GPA or at least 3.5 for their 2nd semester of 8th Grade and 1st semester of 9th Grade and who score in the Advanced Proficiency range in reading and/or math during their ninth grade year.
- Diploma Distinctions – As students progress toward graduation, they may earn the standard diploma and may also earn an honors distinction, as described above. Work

toward these goals begins as early as 9th grade.

For further information, students should see their school counselor.

Visitors/Guests

All visitors must report to the main office immediately upon arrival to the building. Visitors must present a government-issued photo ID upon arrival. Visits should be no longer than 30-minutes so as to avoid interfering with instructional time.

Visitors and student guests (relatives, former students, etc.) are not allowed to attend middle school classes. Under most conditions, the middle school lunch period is limited to students and employee supervisors.

HIGH SCHOOL ADDENDUM

High School Administrators

- Mr. Peter Apple, Principal, Ankeny High School
- Ms. Kelsie Goodman, Associate Principal, Ankeny High School
- Mr. Wade Grinhaug, Associate Principal, Ankeny High School
- Ms. Jill Urich, Interim Principal, Ankeny Centennial High School
- Mr. Adam Busch, Associate Principal, Ankeny Centennial High School
- Mr. JD Hunter, Associate Principal, Ankeny Centennial High School

Academic and Behavior Progress Reports

The Ankeny Secondary Schools use a paperless system to report on student progress. Parents have access to their student’s progress reports and reports cards through the Infinite Campus Parent Portal; however, the practice of printing hard copies of semester report cards will be discontinued.

Parents may print a progress report via the Parent Portal. Directions for printing can be found in Infinite Campus. Parents who are unable to access the Parent Portal may fill out the Request Assistance form in Infinite Campus for support. Additionally, if they are unable to print a progress report, they may call the office at their child’s school building to obtain a copy.

Parents are encouraged to contact their student’s teachers at any time during the year for an update on their academic and behavior progress.

Generally, students who receive an incomplete in a class must complete the class work within two weeks following the end of the semester. Extensions may be granted by the teacher with the principal’s permission. Failure to resolve an incomplete may result in loss of credit.

Adding / Dropping Courses

Careful and thoughtful course requests eliminate many scheduling challenges. Students are required to enroll in a minimum of six credits and a physical education course each semester, per Board Policy. Any exceptions to this requirement will be made by an administrator, as specified in Board Policy.

After the start of each semester, students are not allowed to add

courses without administrator approval. Students may drop a course during the first five days of the semester. The only changes in class schedules after that time are those initiated by a counselor or by a classroom teacher and approved by an administrator. If a class schedule change is not initiated by a counselor or by a classroom teacher, the method of recording a dropped course on the student’s transcript and report card will be an administrative decision and may include a W (Withdrawal), IN (Incomplete), or F (Fail).

Schedules will NOT be changed for the following reasons:

- Preference for a different teacher
- Preference for a different period or semester
- Preference to be with friends in class
- Rearranging class order for open campus or a specific lunch

According to the Senior Year Plus Legislation, any student enrolled in a concurrent credit course (where they are earning both high school and college credit) will not be allowed to drop the college credit and remain in the high school course. Therefore, if the course is dropped the student will receive a ‘W’ on the high school transcript and will receive a ‘W’ or an ‘F’ on their college transcript depending on college drop dates.

Commencement and Graduation

Students are eligible for graduation upon successfully completing the required academic credits, elective credits, and having met the State and local requirements, as they apply to all subject matter. These requirements are outlined in Board Policy 505.05.

Graduation Requirements

Graduating students are required to earn a total of 48 credits in grades 9-12 and successfully complete the following courses:

Subject Area	Credits Required
Mathematics	6 credits
Language Arts	8 credits
Science	6 credits
Social Studies <i>(including United States Government, American History, Economics-including Financial Literacy*)</i>	8 credits
Health	1 credit
Physical Education	4 credits (one per semester)
Electives	15 credits
TOTAL	48 credits

Early Graduation

Students are strongly encouraged to attend school for the traditional eight (8) semesters. Students who meet the graduation requirements set by the Board prior to the end of their senior year may apply to their principal and counselor for early graduation. Students who wish to apply for early graduation should speak with their school counselor about the procedures and expectations, including the below:

- A senior interested in exploring early graduation initiates contact with the school counselor prior to November 1st of the student’s senior year.

- The school counselor reviews the student’s transcript to determine if all graduation requirements have been met.
- The student, parent, counselor, and principal/ designee have a conference prior to the end of 1st semester to review and act on the early graduation request.

Juniors seeking to graduate at the end of the junior year follow the same procedures as outlined above, initiating contact with the school counselor prior to November 1st of their junior year. A junior approved to graduate a year early will be classified as a senior during the second semester of their junior year. Juniors graduating a year early will be eligible for the Principal’s Rigor Award and the Principal’s Leadership Award. They will not be eligible for the Principal’s Scholar Award, the Principal’s Academic Award, a Silver Cord, Honors Distinction on their diploma, or to be a graduation speaker.

Students who graduate early are ineligible to participate in extracurricular activities and clubs except for prom and commencement ceremonies. For more information on early graduation, see Board Policy 505.06.

Participation in Commencement Exercises

In order to participate in commencement ceremonies, a student must be enrolled full-time and pass all courses required for graduation during their final semester. Students planning to graduate at the end of first semester must complete all requirements for graduation or return for the second semester in order to participate in commencement. Students may participate in year-end commencement ceremonies if they are in good standing and have met graduation requirements as per Board Policy #505.05 or requirements as outlined in Board Policy #505.07.

Students who are passing all required classes at the time of the commencement, and who meet the graduation requirements set by the Board, are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Daily Schedule

Monday, Tuesday, Thursday, Friday Schedule	
Early Bird	7:25 am – 8:20 am (55 min.)
First Period	8:25 am – 9:12 am (47 min.)
Second Period	9:17 am – 10:04 am (47 min.)
Third Period	10:09 am – 10:55 am (46 min.)
First Lunch	10:55 am – 11:25 am
Fourth Early	11:00 am – 11:46 am (46 min.)
Fourth Late	11:30 am – 12:16 pm (46 min.)
Second Lunch	11:46 am – 12:16 pm
Fifth Early	11:51 am – 12:37 pm (46 min.)
Fifth Late	12:21 pm – 1:07 pm (46 min.)
Third Lunch	12:37 pm – 1:07 pm
Sixth Period	1:12 pm – 1:58 pm (46 min.)
Seventh Period	2:03 pm – 2:49 pm (46 min.)

Monday, Tuesday, Thursday, Friday Schedule	
Eighth Period	2:54 pm – 3:40 pm (46 min.)

Wednesday Schedule (No Early Bird Classes)	
Prof. Development	7:50 am – 9:05 am
First Period	9:25 am – 10:00 am (35 min.)
Second Period	10:05 am – 10:40 am (35 min.)
Third Period	10:45 am – 11:20 am (35 min.)
Seminar	11:25 am – 11:55 am (30 min.)
First Lunch	11:55 am – 12:25 pm
Fourth Early	12:00 pm – 12:34 pm (34 min.)
Fourth Late	12:30 pm – 1:04 pm (34 min.)
Second Lunch	12:34 pm – 1:04 pm
Fifth Early	12:39 pm – 1:13 pm (34 min.)
Fifth Late	1:09 pm – 1:43 pm (34 min.)
Third Lunch	1:13 pm – 1:43 pm
Sixth Period	1:48 pm – 2:22 pm (34 min.)
Seventh Period	2:27 pm – 3:01 pm (34 min.)
Eighth Period	3:06 pm – 3:40 pm (34 min.)

Displays of Affection

It is a violation of conduct for students to demonstrate overt displays of affection at school or school activities, whether home or away. Displays of affection include prolonged embraces, kissing, fondling, or any other physical contact deemed inappropriate by the high school staff.

Driving and Parking

Parking on school grounds is a privilege for students. Students are required to register their vehicle in their school building’s main office at the beginning of each school year or when they obtain a motor vehicle. Students who wish to park on campus are required to purchase a parking permit and may only park in the designated student parking areas.

Student’s are charged \$10.00 per year in order for a permit to park on campus; a replacement permit costs \$1.00.. Permits may not be sold or transferred. Purchase of a parking sticker permit does not guarantee a daily parking spot. The school will attempt to sell only as many parking stickers as parking spaces are available.

Parking on the grass, on sidewalks, in drives, fire lanes and other spaces not designated for parking and/or parking in a handicapped space without a handicapped permit issued to the student is prohibited. Violation of this policy may result in towing at the owner’s expense.

Students must receive permission from school administration to go to their vehicle during the school day.

Administration reserves the right to revoke parking privileges for any student who fails to comply with building and/or district procedures.

Students who park on campus without a registration sticker or who park in non-designated parking areas will be subject to a

parking fine:

First Violation	\$10
Second Violation	\$15
Third and Subsequent Violations	\$20

Violations may result in towing the vehicle at the owner’s expense.

Students who have outstanding parking fines may have privileges withheld for failure to pay these fines. This could include, but is not limited to, the loss of open campus or school dance attendance privileges, restrictions on extracurricular activities, and/or prohibition from participation in commencement exercises.

Students may inquire with building administration about the opportunity to do community service to remain in good standing for commencement exercises. However, completion of community service does not discharge the debt. When necessary, the district may utilize a collection agency to recover unpaid fines.

Food and Beverage

Students are expected to demonstrate responsible and respectful behavior by cleaning up after themselves and not eating food that is distracting to the learning environment. Parents are welcome to take their child(ren) out for lunch during their designated lunch period. Please be considerate of the time scheduled for lunch. Parents should sign their child(ren) out in the building office prior to taking them out to lunch.

Leaving Campus

Students may not leave campus at any time during the school day unless they receive authorization from building administration and/or have open campus privileges. Students who need to leave school during the school day must have parental permission and receive approval from the building administration. Students will not be released to anyone other than their parents during the school day unless the office has a note signed by the parents.

Orbis

Orbis provides students from area high schools with college and career readiness experiences in a work-based learning format. Experiences are grounded in the Universal Constructs (critical thinking, complex communication, creativity, collaboration, flexibility and adaptability, productivity and accountability), and student learning and performance focus on 21st Century Employability Skills determined by the Iowa Core and in partnership with business leaders.

Students in grades 10-12 are eligible to enroll in the foundational course of Orbis: Orbis Project-Based Experience. This semester course is worth two elective credits and may be repeated for multiple semesters. This course is scheduled as a block class (two consecutive periods) where the student travels to the Orbis Building and to workforce locations. Travel time is built into this Orbis class to prevent students from missing class time in their home high school buildings.

Students interested in participating in Orbis must submit an enrollment form and attend an orientation session prior to the semester starting. For more information about Orbis, please visit www.ankenyschools.org/orbis.

Physical Education (P.E.)

Physical education is a required course for graduation, and students are required to participate unless they are excused by the principal of their attendance center. A student may be excused from physical education if:

The student presents a written statement from a doctor stating participation could be harmful the student’s health (for short- and/or long-term medical situations) and/or

Participation would cause a conflict with the student’s religious beliefs (the additional criteria for religious exemptions in Board Policy 604.05 do not apply to religious exemptions from physical education) and/or

The student is enrolled in academic courses not otherwise available to the student.

A twelfth grade student may be excused from physical education when the student is enrolled in a cooperative or work-study program or other educational program authorized by the school which requires the student to leave the District premises for specified periods of time during the school day.

Students who will not participate in physical education must have a written request or statement from their parents and approval of the principal. Students who are not exempt from participation will receive a letter grade. Failure to participate without an exemption will result in a failing physical education grade. For more information, see Board Policy 603.06.

All students are required to wear a school-approved physical education attire during physical education classes. This includes dark-colored shorts and a gray T-shirt. For your convenience, shorts and shirts with the Ankeny Physical Education logo are sold at local retailers. Students must wear tennis shoes when in the gyms.

Combination padlocks will be issued to all students for use on their physical education lockers. Students are expected to use these padlocks to lock their physical education lockers at all times they are not actively putting items in or taking items out of the lockers. Students who have been issued a padlock are expected to return it at the end of the school year, properly tagged with serial number, combination and locker number. The student will be charged for a padlock that is not returned in usable condition.. There is not a reasonable expectation of privacy. (See Lockers section of the handbook.)

Postsecondary Enrollment Options

Post-secondary college courses are available for 10th through 12th grade students under the provisions of the PSEO Act (Chapter 261C, Iowa Code) These can be taken at any qualifying post-secondary institution. Students who are interested in this program must have approval from their counselor prior to enrollment.

Student Academic Recognition

To earn a Ankeny diploma students must successfully complete the required core courses listed below:

Language Arts	8 credits
Math	6 credits
Science	6 credits

Social Studies	8 credits
Health	1 credit
Physical Education	Must enroll in & pass P.E. each semester
Electives (from any category)	15 credits
TOTAL	48 credits

To earn an Honors Distinction on the high school diploma, students must complete all Ankeny graduation requirements, earn a weighted GPA of at least 3.67 after seven semesters, and accumulate at least 12 on the point system below:

Weighted Grade Point Average (WGPA) greater than or equal to 4.0	4 points
Completion of 4 sequential years of math from the following: Algebra I, Geometry, Algebra II, Trigonometry, Pre-Calculus, AP Statistics, AP Calculus AB, AP Calculus BC	2 points
Completion of 4 years modern language (as indicated by completion of Chinese IV, French IV or Spanish IV)	2 points
Completion of 4 years science from the following: Earth and Space Science, Biology, Chemistry, Physics, AP Biology, AP Chemistry, AP Physics, AP Environmental Science	2 points
Completion of Advanced Placement (AP) course as indicated by completion of AP exam.	1 point per class completed (maximum points available = 13)

Academic Letter - Academic letters are awarded in the fall to students who earned a cumulative unweighted grade point average (GPA) of at least 3.67 during their prior school year. For each additional year that the student maintains a cumulative unweighted GPA of 3.67 or higher, the student will receive a metal bar to be worn on the letter.

National Honor Society - Any sophomore, junior, or senior who has an unweighted grade point average of 3.5 or above is eligible to apply for membership in National Honor Society, an honors organization chartered by the National Association of Secondary School Principals in 1921. Students submit an application and are evaluated on their involvement in extracurricular activities, evidence of leadership, participation in community service, and an essay.

Principal's Scholar Award - This award is given to seniors who have maintained a weighted 4.0 GPA and above through the first seven semesters of their high school career. Seniors receiving this award will be honored at the graduation ceremony and be recognized during the Senior Spotlight Night.

Principal's Academic Excellence Award - This award is given to seniors who have maintained a weighted 3.67 to 3.99 GPA through the first seven semesters of their high school career. Seniors receiving this award will be honored at the graduation

ceremony and be recognized during the Senior Spotlight Night.

Principal's Rigor Award - This award is given to seniors who have completed five or more AP courses while attending high school. Seniors receiving this award will be honored at the Senior Spotlight Night.

Silver Cord - The Silver Cord Award is a distinguished volunteer service award available to high school students who earn a minimum of 120 hours of community service/ volunteering while enrolled in high school. More information may be obtained on the high school websites.

The Soaring Hawk/Spirit of a Jaguar Award - This honor is bestowed by high school faculty and staff members to students. This award is given each semester to students for a variety of reasons: improved grades, improved attitude, overcoming great obstacles, displaying the six pillars of good character, leadership in class, helping a department or the school, good attendance, hard work, and/or excellence in extracurricular activities/clubs. Students will be honored in a ceremony each semester.

Top Five Percent - Students who rank in the top five percent of their class at the end of seven semesters will receive additional recognition at the graduation ceremony, be eligible to speak at the graduation ceremony, and be acknowledged with an academic cord.

Study Hall

The purpose of study hall is to provide a supportive environment in which students spend time working on course requirements and improving academic achievement. All sophomores are required to have a study hall in place of unfilled periods. Juniors and seniors will be assigned to study hall as needed.

Supervision Hours

Student safety is a top priority in the Ankeny Schools. Supervision of students on school grounds on school days begins at 7:30 a.m. Students are expected to leave the school grounds within 15 minutes of dismissal. Students may only be present on school grounds before 7:30 a.m. or after 4:00 p.m. when they are under the supervision of an employee or an extracurricular activity sponsor. Parents may be called if students are on campus unsupervised.

School Counseling

The emphasis of the Ankeny Community Schools Counseling Program is on the development and application of mindsets and behaviors necessary for college and career readiness.

College and Career Readiness is the state of being fully prepared for a lifetime of personal success beyond high school, regardless of pathway after high school graduation. College and Career Ready students demonstrate critical thinking, complex communication, creativity, collaboration, flexibility and adaptability, and productivity and accountability, as defined by the Universal Constructs of the Iowa Core. Additionally, students are self-directed and demonstrate grit, the desire to persevere despite the obstacles that may stand in their way. Confidentiality is maintained by the employees involved in the counseling program.

All high school students are assigned a counselor based on the first letter of their last name. Students work with the counseling department for the purpose of registration, scheduling and

student records. Students are encouraged to work with their assigned counselor. Counselors are available by appointment during normal school hours. Counselors may also be available after school hours at designated times during the school year. Generally, a counselor is on duty every school day to meet with students to process immediate personal and academic issues.

All high school students can get assistance with the following in the counseling center:

- Exploring post-secondary options, including navigating college applications and financial aid, collecting letters of recommendation, and learning more about careers and the training required to hold them
- Completing course selection and scheduling
- Finding and submitting job applications
- Interpreting standardized tests (Iowa Assessment, ACT, SAT, etc.)
- Managing personal issues

Visitors/Guests

Visitors and student guests (relatives, former students, etc.) are not allowed to attend high school classes. Under most conditions, the high school lunch period is limited to students and employee supervisors. Student guests will not be permissible.

ATHLETIC AND ACTIVITIES ADDENDUM

Activity Directors

- Mr. Mike Bakker, Activity Director, Southview Middle School
- Ms. Holly Anderson, Activity Director, Northview Middle School
- Mr. Andy Umthun, Activity Director, Ankeny High School
- Mr. Scott Garvis, Activity Director, Ankeny Centennial High School

Athletics and Activities Philosophy

The school believes that interscholastic activities supplement the secondary curricular program and are a vital part of a student's total educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of their education. **Student participation in any part of our activities program is a privilege which carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student themselves.** Commitment, loyalty, camaraderie, discipline, citizenship and sportsmanship will be fostered through activities participation. This participation will enable the student to develop physically, mentally, socially and emotionally.

Athletics and Activities Goals

A comprehensive and balanced activity program is an essential complement to the basic program of instruction. The activity

program will provide opportunities for students to further develop interests and talents. Participation in activities, while a privilege and not a right, should provide many students with a lifetime basis for personal values, work and leisure activities.

Every effort will be made to support the activities program with the best facilities, finest equipment and most qualified staff. As far as possible, knowledge and skills gained in classes should be applied and developed further through participation in the activity program.

The ultimate goals of the activity program are to realize the value of participation without overemphasizing the importance of winning or excelling and to develop and improve positive citizenship traits among the program's participants.

The junior varsity/sophomore programs will develop and utilize those who show the greatest ability in a variety of skills. Role specialization may become more evident at this level. Those who are more able will be the primary participants.



The varsity team is for those who have learned the basic skills well and perform them both in practice and in interscholastic competition. Role specialization is often a necessity at this level, and participants may be used in specific roles for the benefit of the entire team. Depending on the activity, not all wishing to participate may be able.

Participants who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

Athletics and Activities Offered

High School Sports By Season	
Fall	Spring
Cross Country (B/G)	Golf (G)
Golf (B)	Soccer (B/G)
Football (B)	Tennis (B/G)
Swimming (G)	Track (B/G)
Volleyball (G)	
Winter	Summer
Basketball (B/G)	Baseball (B)
Bowling (B/G)	Softball (G)
Swimming (B)	

High School Sports By Season	
Wrestling (B)	

B = Boys, G = Girls

Activities		
8th Grade	9th Grade	High School
Show Choir	Cheerleading	Cheerleading
Jazz Band	Dance	Dance
	Debate	Debate
	Jazz Band	Jazz Band
	Marching Band	Marching Band
	Show Choir	Show Choir
	Speech/Drama	Speech/Drama
	Trapshooting	Trapshooting

To view athletic schedules, please visit www.cimlcentral.org.

Note that the district’s ability to offer any or all activities is contingent upon a variety of factors, including public health, funding, and staff capacity.

Activity Tickets

CIML Student Activity Ticket (grades 9-12) - \$60.00

Students in 9th - 12th grade may purchase a CIML student activity ticket that they can use for admission to any home or away athletic event in which Ankeny is playing another CIML school. Students are not required to purchase the ticket; if they don't, they will pay the regular adult admission of \$6.00 for football and \$5.00 for all other athletic activities.

8 Punch Activity Ticket - \$35.00

Students may purchase activity tickets in the high school activities offices or at the game of any home varsity athletic event. These tickets allow students to attend ticketed Ankeny Schools athletic events. A “punch” is used for each person - at any age and at any ticketed event - who uses the activity ticket to enter the event. The Ankeny Booster Club has adult and family gate passes available. Please check with the high school activities offices for information.

Individual Event Prices

At the time this handbook was prepared, the following were the prices of admission to Ankeny athletic events. These prices are subject to change without notice.

- Varsity events admission - \$6.00 football / \$5.00 all other athletic activities
- 9th & 10th grade events admission - \$4.00
- 8th grade events admission - \$3.00

Athletic Awards (Grades 9-12)

Each year, a number of athletic awards are given, including:

- **Participation Award:** In order to receive a high school participation award, an athlete must be available for competitions during the entire season, which includes post-season play. The activities director reserves the right to withhold a participation award in the event that an athlete

has been involved in inappropriate/illegal behavior.

- **Varsity Letter:** In order to receive an athletic letter, an athlete must be available for participation during the entire season, which includes post-season play. In addition, coaches will establish their own lettering criteria in each sport handbook. Lettering “points” may not be earned during periods of ineligibility. When an athlete receives his/her first varsity letter, the activities department will present him/her with a six-inch chenille award. The chenille letter is given in addition to the varsity letter certificate but is awarded only once during the athlete’s participation in athletics. The activities director reserves the right to withhold an athletic letter in the event that an athlete has been involved in inappropriate behavior/illegal behavior.

Changing Sports in the Same Season

A student who has gone out for a sport but quits of his/her own accord will not be eligible to start practicing for another sport before the competition season for the dropped sport ends unless the head coach of the dropped sport agrees to release the athlete and the head coach of the new sport accepts the athlete. If an agreement between the coaches cannot be reached, the athlete wishing to change sports may appeal and the principal, assistant principal, and activities director will review the decision and determine whether to grant an exception.

Conditioning and the Prevention of Injuries

Proper sports conditioning improves an athlete’s power, boosts speed, increases endurance, strengthens muscles and joints, increases flexibility, maximizes agility, and assists in preventing injuries.

Opportunities for year-round conditioning are provided for all 8th - 12th grade athletes. The best approach is for an athlete to participate in a competitive program with built-in conditioning each of the four seasons. It is strongly recommended that athletes not involved in a sport during the off-season participate in the conditioning program.

All athletes want to perform their best and an injury can prevent one from doing so. Though there is no guarantee injuries will not occur, frequency and seriousness can be reduced through simple measures such as year-round conditioning, training techniques, good sportsmanship, and awareness of the injury patterns in your chosen sport. Athletes should always consult with their coach, athletic trainer or family doctor immediately if an injury occurs.

Conference Affiliation

Ankeny is a member of the Central Iowa Metropolitan League (CIML), a collection of high schools in Central Iowa. The CIML’s purpose is to enable each member school to operate more effectively and efficiently in its complete athletic program. This is accomplished by permitting each member school to develop more complete schedules to minimize travel and to compete with other high schools of similar enrollments and philosophies.

Ankeny is committed to adhering to the CIML’s rules and regulations. The district’s relationship with the league is handled by the activity directors, with final authority resting with the principals of the member schools.

Central	Iowa	Metro
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Ames	Ft. Dodge	Des Moines East
Ankeny	Marshalltown	Des Moines Hoover
Ankeny Centennial	Mason City	Des Moines Lincoln
Dowling Catholic	Southeast Polk	Des Moines North
Johnston	Waukee	Des Moines Roosevelt
Urbandale	West Des Moines Valley	Ottumwa

Dances

School-sponsored dances are sponsored by high school clubs and organizations and are a privilege for students. The following rules will apply at all dances:

- Students attending a high school dance must show a current student ID to gain entrance to the dance.
- 10th - 12th grade students may not attend middle school dances. 6th, 7th, 8th, and 9th grade students may not attend high school dances.
- Students bringing guests who do not attend the school sponsoring the dance must get permission for their guests to attend the dance. Students must get signed permission forms from their school for these guests. These forms may be picked up in their school’s main office during dance ticket sales.
- Students attending school social functions, including dances, are expected to adhere to rules for appropriate student conduct. These rules and additional rules pertaining to dances will be strictly enforced. Any student and/or guest violating these rules will be asked to leave. His/her parents will be notified and will be asked to pick up the student and/or guest. School administrators will review the situation and assign appropriate consequences.
- No person shall come to the dance under the influence of, or in possession of drugs, alcohol, or intoxicating substances. Anyone violating this expectation is subject to arrest and appropriate school consequences. For more information, see Board Policy 502.20.
- Touching or dancing in an inappropriate or vulgar manner is not allowed.
- Students who leave a dance are not allowed to re-enter. Students involved in activities, such as athletics, on the same night of the dance will be asked to report within a reasonable time after the game, competition, or activity.
- Admittance to the dance will close one hour prior to the end of the dance (i.e., if a dance is scheduled from 8-11 p.m., no one will be admitted after 10 p.m.)

Directions to Events

For directions to events, please check the school district website: www.ankenyschools.org or the CIML website: www.cimlcentral.org.

Eligibility

Under Iowa law students must receive passing grades in all courses the previous grading period to participate in athletics

and activities. Ankeny Schools students must meet all eligibility requirements of the sanctioning associations. Students who do not meet these requirements are not allowed the privilege of participating in athletics and activities.

Please reference the four governing bodies concerning Eligibility for Activities Guidelines:

- Iowa High School Athletic Association (IHSAA)
- Iowa Girls High School Athletic Union (IGHSAU)
- Iowa High School Speech Association (IHSSA)
- Iowa High School Music Association (IHSMA)

Athletes and students in other activities must be present in school all day on the day of an event in order to participate. Exceptions to this rule will be evaluated individually by the activities director or principal.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach’s or sponsor’s rules as well as for violation of school district policies, rules or regulations.

The IHSAA and IGHSAU, of which the high school is a member, are voluntary, nonprofit, educational associations of junior and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests.

It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

In the event that truancy or suspension of a student takes place, the student will not be eligible for participation until they have fulfilled the disciplinary requirements established by the administration.

Infractions Involving Athletic Related Programs and Non-Athletic Programs

A. Good Conduct Policy

Students who participate in competitive clubs or extracurricular activities serve as ambassadors of the district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in competitive clubs or extracurricular activities must conduct themselves in accordance with Board policy and must refrain from activities which are in violation of policies, illegal, immoral or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal/activity director will keep records of violations of the good conduct rule.

Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with Board policy.

A student who is participating in interscholastic athletics and related programs, including school clubs will be in violation of this policy including, but not limited to the following examples:

- Sell, manufacture or distribute illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia. For more information, see Board Policy

to competition. Student and parent will be given a list of 502.20.

- Possess, use or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
- Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia. For more information, see Board Policy 502.20.
- Misuse of prescription or over the counter drugs.
- The use, consumption, possession or distribution of alcoholic liquor, wine, beer or of any controlled substance as defined in Chapter 124 of the Iowa Code or of “look-alike” substances.
- Assault or physically abuse any person at school or during school activities or coming to and/or going from school or a school activity.
- Use, possess, and/or transmit tobacco or imitation substances. For more information, see Board Policy 502.20.

Participate in any conduct which, by Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.

Use inappropriate or offensive conduct such as fighting, hazing, bullying or harassment of others including inappropriate use of technology for “sexting” or identity theft.

Inappropriate conduct during the school year or during the summer months so as to make the student unworthy to represent the ideals, principles, and standards of the district is a violation of the Good Conduct Rule. The principal/activity director has discretion to determine which of the Board policies would either by severity of offense or progressive discipline triggers the Good Conduct Policy;

Admittance by the student to jurisdiction of any court for juvenile delinquency or placement on probation, or criminal activity whether through admission or being found guilty, except for minor traffic violations s a violation of the Good Conduct Rule.

Violation of the rules of the governing organizations is a violation of the Good Conduct Rule.

Any student’s ineligibility under a prior school district’s Good Conduct Rule will be documented in writing. The superintendent shall determine if the violation would violate the district’s Good Conduct Rule and, if so, shall determine the length and nature of ineligibility, which shall take into consideration the nature of the conduct, the time which has expired since the violation, and the notoriety of the offense.

B. Penalties for Violation: Grades 9-12 Athletics and Extracurricular Programs

The student who violates this policy shall be declared ineligible to represent the District for the following periods:

- First Violation: One sixth of the schedule season if the student self-reports or one third of the season if administrative discovery.
- Second Violation: 2/3 of the schedule season and there is no lesser penalty for a self-report. If the second offense is a second offense for alcohol and/or substance abuse, the student must complete an approved school treatment program. Student is responsible for providing evidence of satisfactory progress toward completion before returning

treatment providers.

- Third Violation: 1 Calendar Year

Activity	Dates/ Games	First Offense – 1/6	First Offense – 1/3	Second Offense – 2/3
Football	9 games	2	3	6
Boys Golf	12 dates	2	4	8
Boys Cross Country	10 dates	2	3	7
Girls Cross Country	10 dates	2	3	7
Volleyball	14 dates	3	5	10
Girls Swimming	12 dates	2	4	8
Boys Swimming	12 dates	2	4	8
Girls Bowling	12 dates	2	4	8
Boys Bowling	12 dates	2	4	8
Wrestling	15 dates	3	5	10
Boys Basketball	21 games	4	7	14
Girls Basketball	21 games	4	7	14
Boys Tennis	12 dates	2	4	8
Girls Tennis	12 dates	2	4	8
Boys Track	12 dates	2	4	8
Girls Track	12 dates	2	4	8
Boys Soccer	15 dates	3	5	10
Girls Soccer	17 dates	3	6	11
Girls Golf	12 dates	2	4	8
Baseball	40 games	7	14	27
Softball	40 games	7	14	27
Cheerleading**	Season Specific	TBD	TBD	TBD
Dance Team	Season Specific	TBD	TBD	TBD
Vocal Music Program	Season Specific	TBD	TBD	TBD
Instrumental Music Program	Season Specific	TBD	TBD	TBD
Drama	Season Specific	TBD	TBD	TBD
Debate	Season Specific	TBD	TBD	TBD
Speech	Season Specific	TBD	TBD	TBD
Competitive Clubs	Season Specific	TBD	TBD	TBD

*The differences for the 1st Offense represent a self-report vs. administrative discovery.

**Cheerleading will be handled relative to the season in which the student is participating.

C. Penalties for Violation: Grade 8 Athletics and Extracurricular Programs

The school principal will be responsible for enforcing penalties under this policy. The student who violates this policy shall be declared ineligible to represent the district for the following periods:

- **First Violation:** Two (2) weeks of competition and/or participation in other school activities and clubs.
- **Second Violation:** No extracurricular activities for remainder of the school year.

A student, after completing the 8th grade school year and/or 8th grade competition, will have their record concerning violations Board Policy 503.60 cleared, unless the penalty for subsequent violations has not been completed. Students will officially change grade levels on August 1 each year.

Infractions Involving Athletic, Athletic Related, and Non-Athletic Programs

For those students who are involved in athletic, athletic-related, and non-athletic programs, violation of this policy will result in a period of ineligibility under both. Students involved in more than one activity will serve out their ineligibility simultaneously with the number of weeks and events determined by the principal and activities director.

Participation Under Board Policy Regarding Substance Use/Abuse Treatment

If a student voluntarily admits himself/herself to an approved treatment program and is not alleged to have violated board policy, the principal/designee has the authority to waive further or any penalties.

Notification and Appeal Process

Whenever a student is found to be in violation of this policy, the following procedure will be set in motion:

- The student and the student’s parent shall be notified by certified mail. In this communication, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be stated. In addition, the parent will be invited for a conference regarding the situation of their student.
- The student or the student’s parent has the right to appeal the Good Conduct decision. This appeal must be filed, in writing, with the superintendent within three school days of receipt of the notification letter or of the conference between the principal and parent. The appeal process for Good Conduct is a separate appeal process from the Student Conduct policy. However, both appeals may be coordinated and heard together if appealed to the Board using the Student Conduct appeal timelines.
- Upon receipt of the appeal, the superintendent shall review the circumstances and evidence regarding the case. The

superintendent shall have three school days to render a decision, and the student and the student’s parent shall be notified by letter of that decision. The student will remain ineligible during the appeal process.

- The student or the student’s parent will be given three school days after receipt of the notification letter to file a subsequent appeal, in writing, with the Board. The appeal will be heard at the earliest possible opportunity but no later than 10 days following the filing of an appeal.
- The appeal will be conducted in closed session, before the Board, with the student, his/her parent and legal representative, if desired. The district’s representation during the closed session may involve administrative personnel, including building principal, assistant principal, and activities director/designee coach/sponsoring staff and legal representative. However, any formal action by the Board concerning this case must be taken at an open meeting.

Additional Information Related to Suspension

- Coaches/Directors and sponsors have the right to establish guidelines up to and including removal from the organization for individuals in violation of this code. Such guidelines shall be in writing and approved by the Activities Director.
- Students must continue to participate in the activity in which they have been suspended from for the length of the season. Failure to do so will result in the suspension being carried over to the next activity.
- Students must continue to practice with the team and meet the expectations of the coach/sponsor relative to all other participants during the suspension.
- Students unable to serve their suspension completely in one activity due to the end of that activity will have their suspension pro-rated in a consistent manner between activities.
- Students found in violation of the Good Conduct Rule may not register for a new activity one week after the official practice start date to avoid penalty at a later time from another activity.
- Self-Report is defined as an individual making a truthful report of a violation of the co-curricular code to a school administrator within 72 hours of the event taking place.
- Individuals participating in a school event after violating the Good Conduct Rule but prior to making a self-report or administrative discovery will be suspended with no opportunity for a reduced suspension.
- Individuals with a first violation that earn a second violation prior to completing the suspension for the first violation will have both penalties added together and suspensions will be served back-to-back.
- Individuals who are academically ineligible will serve their Good Conduct Rule suspension upon regaining their academic eligibility.
- The following are examples of what the penalty MIGHT be in a typical season (less post-season appearances), using the current defined contest limitations of the Iowa Girls High School Athletic Union and the Iowa High School Athletic

Association, along with “typical” schedules for our Fine Arts Programs. These are only sample penalties that may be modified by the Activities Director and the actual number of events will be calculated annually.

- These are mere guidelines for use and may be modified at the discretion of the Activities Director in consultation with other district officials.

Eligibility for Activities

You are eligible if you:

- Have a signed physical examination form with a doctor’s permission to participate in athletic competition on file in the high school Activities Office. (Physical exams are valid for one calendar year, though a maximum of thirty-day grace period may be offered.)
- Have a signed concussion form on file in the high school Activities Office. (Concussion forms are valid for one year.)
- Are 19 years of age or younger.
- Have not attended high school for more than eight semesters.
- Enrolled as a full-time student. (for definition on student enrollment, see Board Policy 505.09)
- Have not changed schools this semester (except due to change of residence).
- Have never accepted for high school competition an award other than unattached letter of your school, or
- Have never received any money, expense or otherwise, for your participation in any other athletic event.

Emergency Closings/Activity Events

- **High School** (includes 9th grade activities listed under “Middle Schools”) - If school is canceled or dismissed early because of weather, activities may be canceled or adjusted to a later time that day. The superintendent, in consultation with the principal, will decide on activity practice/ performance cancellations or set a delayed start time for such events that day. Information can be obtained from the district website at www.ankenyschools.org or the CIML website at www.cimlcentral.org.
- **School Canceled:** Practices: Varsity practices may be held with permission. Practices below the varsity level will be canceled. Events not associated with a varsity event will be canceled. Varsity events will be canceled or adjusted as determined by the superintendent and principal.
- **School Dismissed Early:** Varsity practices will be held with permission or at the discretion of the superintendent and principal.
- **Delayed Start:** Practices/events will be held as scheduled unless safety will be compromised.

Equipment for Athletics and Activities

Ankeny Schools will provide enrolled 8th - 12th grade students who participate in extracurricular interscholastic activities any protective gear required for the activity by law, by contest rules, and/or by the Iowa High School Athletic Association or Iowa

Girls High School Athletic Union. Students are responsible for other protective gear that they need but that is not required for participation.

To give students a sense of responsibility and an appreciation for their equipment, students will be accountable for the care and condition of their equipment. *Any equipment or uniforms lost, stolen, or damaged outside of competition must be paid for by the student in whose name the lost or damaged item was checked out.*

- Students will adhere to the following guidelines to reduce the chances for lost or stolen equipment and/or injury.
- Students will not exchange or loan any equipment checked out to them to other teammate(s).
- Students will keep their lockers closed and LOCKED at all times, including when they are in the shower.
- Students will immediately report any loss of equipment to the head coach.
- Students will tell the head coach immediately if any protective equipment does not fit properly and/or has any defective parts. Students will not wear or use the equipment until the necessary adjustments have been made.
- Students will not wear school uniforms or warm-ups to school as if they were personal clothing. If directed to by coaching staff, students may wear these items on game days.
- Head coaches will determine uniform styles, colors, etc. for games and practices. Practice gear will be issued in some sports if the coach at that level determines it is appropriate. In sports where school issued practice gear does not occur, students will wear appropriate shirts/tops and shorts/pants. Appropriate shirts/tops cover undergarments and appropriate shorts/pants are a minimum of mid-thigh length.

Funds and Fundraising

With permission of their building principal and within the guidelines set by law and policy, students may raise funds for school-sponsored events. Fundraising by students for events other than school-sponsored events is not allowed at school or during school hours. Collection boxes for school fundraising must have prior approval from the principal before being placed on school property.

A fundraising questionnaire form must be completed prior to conducting a fundraiser and resale reconciliation completed following the fundraiser. Both forms must also be submitted to the Business Office. The fundraising questionnaire and resale reconciliation can be found on the district website in both policies.. Revenues from fundraisers must be deposited intact and all expenditures made with a purchase order. School-sponsored student organizations must have the approval of the athletic director, principal, and/or head varsity coach and all fundraising forms filled out prior to the fundraising event.

Participation in fundraising is voluntary, must be consistent with the district’s mission and values, and must not jeopardize the safety of students. Additionally, fundraising goals must be transparent and the district wellness policy must be considered when planning a fundraiser. Please see Board Policies 503.06, 504.11, and 1004.60 for more information.

Guidelines for Participation and Expectations for Students

District extracurricular activities are an integral part of the total educational opportunity for all students. The extracurricular program’s primary objective is to encourage student participation in a structured, wholesome, well-supervised setting. The right to participate in multiple extracurricular activities is open to all students. If participation conflicts occur between district extracurricular activities, these conflicts will be resolved between the student involved, the persons in charge of the extracurricular activity, and the activities director.

Once students make the commitment to participate in the district-sponsored extracurricular activity, they must accept the responsibility of following rules of training and conduct established by those in charge of the extracurricular activity. These established training and conduct rules will be written and provided to the Board for approval prior to the start of each extracurricular activity. These same rules will be provided to students participating in the extracurricular activity at or prior to the first regular meeting of the activity. The Board also directs that the following specific rules apply to district and non-school extracurricular activity participation:

- A non-school activity may not involve participation that would jeopardize the student athlete’s amateur status.
- A student participating in a non-school activity may not wear the school uniform, insignia, or any other indication of Ankeny school affiliation. Violation of the use of the school name, uniform, or requirement provision will result in cancellation of non-school participation permission.
- A student in violation of this policy will be declared ineligible to participate on the district-sponsored team where violation occurred. The period of ineligibility is for a period of three weeks, during which at least one school sponsored competition in that sport, at that level, is held in each of the three weeks.

Student participants in school-sponsored programs must be in compliance with, in order:

- Regulations established by the Iowa Department of Education;
- The constitution of the state governing organization;
- District policies governing extracurricular activities; and
- Board-approved written participation and behavior guidelines established by those in charge of the extracurricular activity.

The responsibility for enforcement of and adherence to this policy governing extracurricular activities is held by the activities director and/or the building principal/designee and the adult directly responsible for the instruction and supervision of the activity. Final authority for activity programs rests with the Board.

Participation in Non-School Sponsored Activities and Athletics; Awards from Outside Groups and Individuals

Iowa Code places some restrictions on when students may represent Ankeny Schools in extracurricular interscholastic activities not sponsored by the district. Additionally, the Code places restrictions on when and what type of award a student

may receive from an outside organization. Students interested in representing their school or the district in one of these activities and/or approached about receiving an award or recognition from an outside group should first speak with their Activities Director to ensure this is permitted.

Coaches retain their authority to consider the amount of participation time for a student based on the student’s commitment to the school-sponsored activity.

Although approval is not required for competition out of season, when it conflicts with another school activity, students should communicate with the coach/director in season as soon as possible regarding any missed practice/contest time.

Illegal Substances and Athletics or Activities

The use of alcohol, tobacco, nicotine products, illegal substances, or non-prescription drugs is known to be detrimental to individuals and the teams they represent. Students who sell, manufacture, distribute, possess, use, transmit, and/or are under the influence of illegal drugs, controlled substances, imitation controlled substances, drug paraphernalia, tobacco, imitation tobacco substances; students who misuse prescription or over the counter drugs; and students who use, consume, possess, and/or distribute alcoholic liquor, wine, beer, or any controlled substance as defined in Chapter 124 of the Iowa Code or “look-alike” substances are in violation of the Good Conduct Policy and will be subject to disciplinary action including, but not limited to, removal from the team. See Board Policy 502.20 and the Good Conduct Policy for more information.

Music Program

The following guidelines will be used when a student becomes ineligible for participation due to academic and/or good conduct violations.

- Students enrolled in Concert Choir and/or Instrumental Music courses may participate in in-school performances but should not be featured performers in concerts and may not participate in competitions or out-of-school performances, such as show choir or marching band competitions.
- Students enrolled in Show Choir and Jazz Band will follow eligibility standards.

Notice in Advance for Absences

High school and middle school students who will be missing school for school related activities are expected to make up all work before the absence. If this is not possible, the teacher will decide on the make-up procedure. All assignments due or tests to be taken must be fulfilled immediately upon the return of the student.

If it is necessary to be absent from practice, the student is expected to notify their head coach prior to the scheduled practice. Other activities or personal needs should be scheduled at times not in conflict with school sport practice times.

Parent, Participant, Coach and Sponsor Relationships

Coaches/sponsors and parents want athletes and activities participants to have a positive experience as they participate in a sport or extracurricular activity. Communication is key to making these positive experiences a reality. Participants, parents and coaches/sponsors are all responsible for effective communication.

- **Expected Approach to Communication** - As students become involved in programs at the high school, they will experience some of the most rewarding moments of their lives. There may also be times when things do not go the way the parent or child wishes. At these times, discussion with the coach/sponsor is encouraged. When parents have question or a concern regarding a coach/sponsor, they should use the following process:
 1. Participant talks to the coach/sponsor
 2. Parents talk to the coach/sponsor, remembering that only the coach/sponsor can provide an answer because the coach/sponsor manages the program.
 3. Parents to the relevant activities director.
 4. Parents talk to the relevant building principal.
- **Appropriate Concerns to Discuss with Coaches/Sponsors** - It can be very difficult to accept that a student may not be participating in a sport or activity as much as hoped. Coaches/sponsors are professionals who make decisions based on what they believe to be best for all students. Certain things can be and should be discussed with your child's coach/sponsor:
 1. Concerns regarding the child's mental and physical status.
 2. Ways to help the child improve in the activity.
 3. Concerns about the child's behavior.
- **Concerns Not Appropriate to Discuss with Coaches/Sponsors** - Some concerns are within the coach/supervisor's purview and are not appropriate for parents to discuss with coaches. These include:
 1. Team strategy
 2. Play calling
 3. Other student participants

There are situations that may require a conference between the coach/sponsor and the parent. These are to be encouraged. To share a concern with a coach/sponsor, the parent should call to set up an appointment with the coach/sponsor. The parent should not attempt to confront a coach/sponsor before or after a contest or practice. These can be emotional times for the parent and the coach/sponsor that often do not promote resolution.

Participation When Absent

Middle school and high school students who are not in school all day because of illness or unexcused absences may not practice or participate in after-school or evening activities on the day of their absence but may attend after-school or evening events on the day of their absence provided their attendance will not put their own health or the health others at risk. This policy applies to all extracurricular activities and athletics. The final discretion in these instances is with the building principal.

or practice. These can be emotional times for the parent and the coach/sponsor that often do not promote resolution.

Physical Exams and Concussion Forms

Regulations of the Department of Education, IHSAA and the IGHS AU states: The school shall require each student participating in athletics to present a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school. The physical and concussion forms are valid for the purpose of this rule for one calendar year. The physical and concussion forms must be on file before the student will be allowed to practice with any of the high school/middle school's athletic teams. Physical and concussion forms may be found on the high school website at www.ankenyschools.org, or you may pick one up in the high school activities office.

A medical release card must be filled out and given to the coach for each sport in which the student participates.

Ankeny Schools follows state law (Iowa Code 280.13C) for removal from participation, return-to-play, and return-to-learn actions following suspected and/or diagnosed concussions:

- **Removal from Participation:** If a coach, contest official, licensed health care provider or emergency medical care provider observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student in whom the signs are observed shall be immediately removed from participation. That student shall not participate again until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and until the student has received written clearance to return to or commence participation from a licensed health care provider.
- **Return-to-Play Protocol:** Ankeny Schools has adopted the return-to-play protocol established by the Iowa Department of Public Health to provide for a student's return to participation in any extracurricular interscholastic activity after showing signs, symptoms, or behaviors consistent with a concussion or brain injury. More information on this protocol can be found in the Iowa Department of Public Health's Concussion Management Guidelines, and on the IHSAA Health & Safety Resources and IGHS AU's Concussion Management websites..
- **Return-to-Learn Protocol:** Individual student plans will be developed to accommodate the "return-to-classroom" needs of any 7th - 12th grade student who participates in an extracurricular interscholastic activity and is diagnosed with a concussion or brain injury. These plans shall be developed collaboratively with the student's parent and licensed health care provider to best meet the students' needs.

Post-Secondary Athletic and Activity Collegiate Opportunities

For student-athletes who are interested in pursuing collegiate athletics should review the summary of rules and regulations governing transferring, recruiting, eligibility, and financial aid. These may be picked up in the counseling office or viewed at the NCAA Clearinghouse at <https://web3.ncaa.org/ecwr3/>.

Practice Dates: Holidays and Breaks

There will be no practice on Thanksgiving day, December 24, December 25, or Independence Day. Only varsity teams will practice on January 1. Coaches, in coordination with the activities director, may choose to practice on identified holidays or during breaks other than the above. Coaches and activities directors will communicate this to students throughout the year.

Practice Start Dates

See the Unified Calendar and/or contact the activities directors for all start dates.

Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Publications must be consistent with the Family Educational Rights and Privacy Act (FERPA) requirements.

Students have the right to exercise freedom of speech, including freedom of expression in official school publications with some limitations. Official school publications include, but are not limited to, the school newspaper and yearbook.

Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the Board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is: obscene, libelous, slanderous, and/or encourages students to commit unlawful acts, violate school district policies, rules or regulations, disrupt or interfere with the education program, interrupt the maintenance of a disciplined atmosphere, infringe on the rights of others, and/or cause the material and substantial disruption of the orderly and efficient operation of the school or school activity.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Additional information can be found in Board Policy 503.30.

Seating in the Gym or Football Stadium

All Ankeny students are expected to sit in the designated student section or with their parents at all home athletic events. Students who display unsportsmanlike behavior, engage in other inappropriate behavior, use noisemakers, or who make unauthorized entry onto the gym floor or playing field at school sponsored activities will face discipline and/or be asked to leave.

No temporary signs/banners, including breakthroughs, will be allowed in stadiums, gymnasiums, and/or at poolside during contests involving competition between CIML schools, however, swimming team banners with school name and homecoming banners and/or signs in home football stadiums are allowed. A professionally made flag/banner with school name/mascot may be used at outside events if displayed on the team's respective side of the field/stadium, behind the player bench, and carried by approved school personnel. Noise makers are also forbidden at league indoor contests.

Selection of Activities

Students are free to make selections as to activities in which they wish to participate. It is a high school policy that students facing a conflict between two high school sponsored activities may be given a choice of which to attend. Certain school activities (to be determined by the administrators) will have priority. Students will not be penalized by

the activity not attended.

Sportsmanship

The Central Iowa Metropolitan League (CIML) is dedicated to the principles of sportsmanship. It is the responsibility of everyone participating in and attending CIML activities to model positive, respectful sportsmanship at all times. This includes the respect for diversity. Discrimination of any kind is not acceptable in the CIML. Participation is a privilege to be earned through sportsmanlike behavior.

All high school students (participants and spectators) are responsible for their behavior both at home and away school-sponsored events and activities. All school policies, expectations, and regulations apply at all events and activities, whether home or away. Students who demonstrate poor sportsmanship may, at the discretion of the supervising staff member(s), be removed from an event. Multiple sportsmanship violations may result in a student being restricted from attending remaining school events and activities.

Any 7th - 12th grade student-athlete who is ejected from an IHSAA-sanctioned sport will miss the next regular scheduled game/meet; a regular scheduled game/meet is the next scheduled, re-scheduled or contracted date. However, a lesser or more severe penalty may apply upon review of the incident. In addition, ejected players are required to watch the free NFHS Sportsmanship Video. The video must be viewed prior to being able to return and participate in an interscholastic contest.

Transportation for Athletic and Activity Trips

All students will be transported to and from games, meets, etc. via school transportation unless a parent makes a written request to transport the student and speaks directly with the head coach about the situation. In rare instances, it may not be possible for the district to provide transportation. In these cases, activities directors will communicate this to students and their parents.

Unless otherwise directed by the Activity Director, students traveling to and from school on school buses are NOT permitted to take athletic equipment on the buses (ie. golf clubs, baseball or softball bags).

Students who are currently serving an academic ineligibility or good conduct violation may not travel with the team if the dismissal takes place before the end of the school day. Coaches and activity directors may use discretion if supervisory concerns exist.

Students who ride the bus and/or other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading, or leaving the bus. The driver has the authority to discipline a student and will notify the principal of a student's inappropriate bus conduct. Please refer to the transportation rules listed in the district section.

Use of Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. School sponsors wishing to use the school district facilities should contact the activities office to reserve a room. School district policies, rules and regulations are in effect during these meetings. For non-school sponsored activities, contact the Community Engagement Department at 515-289-3962 to reserve a room.



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Ankeny Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status. Inquiries or grievances may be directed to Kenneth Morris, Jr., Director of Equity, 306 SW School Street, P.O. Box 189, Ankeny, IA, 50021-0189, (515) 965-9600, kenneth.morris@ankenyschools.org; or the Iowa Civil Rights Commission, Grimes State Office Building, Des Moines, IA, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Office for Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.

